

**NEW SMYRNA BEACH POLICE DEPARTMENT  
NEW SMYRNA BEACH, FLORIDA**

**POLICY AND PROCEDURE DIRECTIVE**

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**TITLE:** TRAINING PROGRAM

**NUMBER:** 10-1

**EFFECTIVE:** 8/14

**REFERENCE:**

**RESCINDS/AMENDS:** 14-1

**REVISED:** 9/22

**ATTACHMENTS:** [11B-20.0014 Minimum Requirements for High-Liability and Specialized](#)

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**A. PURPOSE**

The purpose of this directive is to establish the authority, duties and responsibilities for the development, promulgation, and coordination of all department training programs.

**B. POLICY**

It shall be the policy of the Department to maintain a Training Unit that shall direct efforts toward the development of new skills, improving and updating old skills, re-certification of performance in high liability areas, the development of specialized skills and creating an awareness of new techniques and technologies for all members.

It shall be the policy of the Department to provide every officer with a training program that includes at a minimum annual firearms qualifications and annual use of force policy training. Attendance shall be mandatory. All sworn members shall be required to complete mandatory retraining classes as required by CJSTC.

It shall be the policy of the Department to maintain a complete training file for each member and update the file upon completion of each training session. The official file shall be maintained by the Training Unit. Records shall be maintained in accordance with Florida's GS1-SL Records Retention Schedule. Minimally in-service training records shall include:

1. Course content;
2. Names of all participants;
3. Date(s) and time of instruction;
4. Performance of individual participants, if applicable; and
5. Instructor name(s).

**C. RESPONSIBILITIES**

**10.1.1** The following list identifies the major training programs offered or coordinated by the Training Unit. The list is not all inclusive - many ad hoc programs are constantly offered:

1. Specialized training
2. In-service training
3. Field training program
4. Civilian training program
5. Roll-Call training
6. Outside Training

**10.1.2** Newly appointed agency members shall receive orientation within the first thirty days of appointment. Orientation shall be documented and will include:

1. Orientation to the agency's role, purpose, goals, policies and procedures;
2. Working conditions and regulations;
3. Rights and responsibilities of the employee; *and*
4. The accreditation process and standards.
5. Currently, sworn personnel shall complete PTSD training in the form and manner determined by the department's Training Unit. Such training may include lecture, media presentation, and handouts. All such training shall be documented.

**10.1.3** It shall be the responsibility of the Training Unit to submit all schedules for in-service training and any other department training to the Support Services Division Commanding Officer in a timely fashion. The schedule will include the course topics, number of hours and instructors' names.

1. It shall be the responsibility of the Training Unit to notify all department personnel of upcoming training programs to be presented by the Department or approved outside sources.
2. The Training Unit shall forward the names of those absent (un-excused) from required training, in writing, to their immediate supervisor.

**10.1.4** It shall be the responsibility of each Division Commanding Officer or his designee to communicate training needs and desires to the Training Unit for possible program development.

## **D. ATTENDANCE**

**10.1.5** Members shall attend required training. Attendance shall be documented.

1. Members shall be excused from training for court appearances, depositions, recognized emergencies and illnesses.
2. Members shall be required to make up time that is missed due to an excused or unexcused absence from duty.
3. Unexcused absences from required training shall be handled as any other unexcused absence and shall be reported through the chain of command.

## **E. CURRICULUM DEVELOPMENT**

**10.1.6** As applicable, performance objectives will be arranged by topic into a logical educational sequence that will be the basis for lesson plans.

## **F. LESSON PLANS**

**10.1.7** A lesson plan is required for each training course administered by the agency. Minimally, lesson plans shall include:

1. A statement of student performance objectives;

2. Training content;
3. Appropriate instructor techniques;
4. Identification of test(s), if used.

**10.1.8** The lesson plan cover sheet for the outline will include the following information:

1. Course name, (subject or topic);
2. Length of lesson in hours/minutes;
3. Date of preparation;
4. Name of lesson plan preparer;
5. Point of Contact;
6. Lesson plan number;
7. Scope;
8. Learning goal: a short narrative describing the rationale for the lesson and learning goals;
9. Student performance objectives;
10. Learning Aids: any training materials that an instructor will need to assemble before the class, including such items as projectors, videotapes, televisions, written or printed materials, handouts and demonstration materials, and special classroom requirements, such as a chalkboard, large tables, etc. This may include equipment the student will be required to bring to the training session.
11. References: The source material from which the lesson plan was drawn. This information will be available if an instructor or student needs more information on the topic.
12. Training prerequisite (as applicable)  
As course appropriate, identification of tests or level of proficiencies required for successful completion of the course.

**10.1.9** Approval – All lesson plans must be approved, signed and dated on the cover sheet by the Chief of Police or designee.

## **G. REMEDIAL TRAINING**

**10.1.10** Remedial training will be provided under the following circumstances:

1. Members may request remedial training to improve skills or knowledge. Requests shall be made in writing via the chain of command.
2. When suggested or formally requested by the member's supervisor. This request may occur in several ways:
  - The supervisor may suggest that the member apply for remedial training.
  - The supervisor may conduct his/her own remedial training.
  - The supervisor may make a formal request, to the Division Commanding Officer.
3. When a written performance evaluation or behavior identifies deficiencies, the member or supervisor may request remedial training in areas that are deemed as unsatisfactory.
4. When poor performance is noted either on an evaluation, early warning trigger, or other supervisory recommendation.

**10.1.11** Depending on the deficiency, the types of remedial training available include:

1. Shift level training/counseling that may include policy review;
2. More formalized training that may be scheduled with the Department Training Coordinator;
3. Outside training courses.

**10.1.12** Prior to training, the goals and objectives of the remedial training will be specified in writing. The expected completion and improvement time (up to 120 days) will be included.

1. Those members who do not show improvement in the allotted time may be subject to disciplinary action. Members failing to participate in prescribed remedial training are subject to discipline up to termination.

## **H. AGENCY INSTRUCTORS**

**10.1.13** Officers teaching CJSTC high liability topics will, at a minimum, meet [CJSTC requirements for high liability instructors](#), except for completing the internship requirements and being affiliated with a training school.

**10.1.14** Agency instructors will be selected based on the desire to teach, subject matter knowledge and experience, instructional ability and recommendations of staff and peers.

1. Department instructors shall receive periodic retraining and updating to meet any specific instructional problems of the Department.

## **I. FIRST AID REFRESHER TRAINING**

**10.1.15** Minimally, officers shall receive first aid refresher at least once every three years. The training shall be documented and the training may include:

1. Basic first aid procedures;
2. CPR Refresher training;

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**Revised: BSS 09/22**

**Approved: Signature on File  
Chief Mike Coffin**