

	MEDFIELD POLICE DEPARTMENT	POLICY NO. 4.17
TRAINING AND DEVELOPMENT		
MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: 33.1.2, 33.1.3, 33.1.4, 33.1.5, 33.1.6, 33.1.7, 33.2.4, 33.4.1, 33.4.3, 33.5.1, 33.5.2, 33.5.3, 33.5.4, 33.6.1, 33.6.2, 33.7.1, 33.7.2, 33.8.2, 41.1.2		DATE OF ISSUE: 07/02/2023
ISSUING AUTHORITY: Michelle Guerette Chief of Police		EFFECTIVE DATE: 07/02/2023 REVISION DATE: 11/04/2025

Training has often been cited as one of the most important responsibilities of a law enforcement agency. Training serves three broad purposes. First, well-trained officers are generally better prepared to act decisively and correctly in a broad spectrum of situations. Second, training results in greater productivity and effectiveness. Third, training fosters cooperation and unity of purpose. Moreover, law enforcement agencies are now being held legally accountable for the actions of their personnel and for failing to provide initial or remedial training.

A comprehensive training program will help provide the Department with employees who are better prepared to act decisively, confidently, and correctly in any given situation. It will also increase the effectiveness and productivity of individual employees, and foster greater cooperation between employees and units within the Department. These benefits enhance the Department's ability to achieve its goals and objectives.

Career development is a structured process that is utilized by this Department to provide opportunities for individual growth and development at all levels. It is designed to promote productive, efficient, and effective job performance, and to improve the overall level of job satisfaction.

POLICY:

It is the policy of the Medfield Police Department to provide, or make available as resources allow, training in all areas of policing that will benefit both the Department and its employees. Mandatory and voluntary training will be conducted through the Department, including job supervision, and training from other criminal justice agencies, outside private or public agencies, and civilian educational institutes in conjunction with a continuous program of roll call and in-service training.

PROCEDURES:**Accreditation Training**

In the event the Department elects to seek accreditation, department members shall receive information regarding the accreditation process. This information will be disbursed in the following ways:

1. Newly hired personnel will receive information within thirty days of completing the recruit academy as part of the field training program. **[33.5.3(a)]**
2. All Department members will receive information during the self-assessment phase associated with achieving initial accreditation/certification and each re-accreditation/re-certification. **[33.5.3(b)]**
3. All Department members will receive information just prior to an on-site assessment associated with initial accreditation/certification and each re-accreditation/re-certification. **[33.5.3(c)]**

Basic Recruit Training

All newly appointed Student Officers will successfully complete a Recruit Training course, as mandated by Mass. Gen. Law, Chap. 41, § 96B. Training must be completed prior to the employee's performing the duties of a police officer, including being allowed to carry a weapon and/or make an arrest (except as part of the formal field training program). **[33.4.1]**

While attending the recruit training academy, all student officers will be bound by the rules, regulations, and procedures of the academy, as well as the regulations and procedures of this Department. The Chief, or his/her designee, shall be the academy liaison. Upon successful completion of basic recruit training, student officers will complete a field training program and will be referred to as probationary officers. **[33.4.3(d)]**

Pursuant to M.G.L. c. 41 §96B, the Municipal Police Training Committee (MPTC) may issue a waiver of the training academy on a permanent or temporary basis. When a person from out-of-state has been hired by a Massachusetts municipal police

department on a full-time basis, and has successfully completed a Basic Recruit program in that state, that person may be qualified for a permanent exemption from a Massachusetts training academy. A temporary exemption may be as the result of a documented public safety emergency or other exigent circumstances. An application for a permanent or temporary exemption must be filed by the appointing authority according to guidelines issued by the MPTC.

Field Training Program

New officers must successfully complete an inhouse field training program. The Field Training Coordinator, under the direction of the Chief of Police or his designee, shall oversee the field training program. During field training, probationary officers shall receive training in the Department's policies, procedures, rules, regulations, and operations. **[33.2.4]**

Each probationary officer will complete a eight (8) week field training program (This will not alter the one-year probationary period which all newly appointed full-time officers are required to serve in Massachusetts). The probationary officer will rotate his field training assignment among at least two different Field Training Officers (FTO's). The FTO's evaluation of the probationary officer shall be documented with daily reports covering police activities and interactions pursuant to the Field Training Manual. **[33.4.3(f)]**
[33.4.3(a)(f)(g)(h)]

FTO's will be selected by the Field Training Coordinator based on the needs of the Department, and on the overall job-related qualifications of the prospective FTO. Candidates must possess strong job knowledge and related skills. FTO's will complete an FTO training program, and conduct training in accordance with the field training officer's manual. FTO's will receive annual in-service training by meeting with the Field Training Coordinator to be updated on any program changes. FTO's will be under the operational supervision of the Shift Commander on duty. **[33.4.3(b)]** **[33.4.3(e)]**

Training Program Development

The Chief of Police or his designee shall be responsible for making available training in all areas of policing that will benefit both the Department and its employees. He should seek employee input as to what training is desirable or necessary and encourage all employees to attend training courses in areas of interest to them, as well as those areas that are mandated by law. The Chief of Police or his designee may use the following resources for program development:

1. Staff meetings;
2. Consultation with field personnel and field observations;

3. Officer surveys;
4. Training evaluations;
5. Training deficiencies discovered through internal affairs investigations; and
6. Suggestions and recommendations by the Board of Selectmen and others.

Roll Call Training [33.5.2]

The Roll-Call Training Program is an integral part of the Department's training function. Not only are employees updated with information affecting patrol activity and unusual circumstances, but such training is also an effective way of keeping officers current with changes in the law, policies and procedures, or as review sessions for other training.

Training topics will include policies, procedures, regulations, law, statutes, ordinances, court decisions, tactics, safety, and changes affecting the operation of the Department. Roll-Call programs should include a brief discussion on the subject matter in order to ensure comprehension by all officers.

Roll-Call training mandated by state law, federal law, or the Department's policies and procedures, shall be documented by the supervisor conducting such training. The documentation shall include:

1. Date of training;
2. Training topic; and
3. Attendance.

Mandated Roll-Call training documentation shall be forwarded to the Administrative Assistant to the Chief of Police.

Mandatory Training [33.5.1]

Annual In-Service training is mandatory and will be attended by all members, including the Chief of Police, Deputy Chief, Sergeants, Detectives, and Patrol Officers. This training will include legal updates, CPR, first responder, and any other training mandated by the Municipal Police Training Committee. Firearms training will be provided by the Medfield Police Department.

Requesting Training

Any employee wishing to attend training shall submit a request through the chain of command or directly to the Chief of Police or his designee. Approval of the course will be based on the needs of the Department as well as the employee's goals, objectives, abilities and field of expertise.

Schedules of training programs may be posted in the Roll Call room or available on-line via CJIS or the internet.

Attending Training [33.1.2]

All employees assigned to a training program must report at the time and location specified, with the proper material and equipment necessary to complete the course. An officer not reporting to a scheduled training session will be considered missing a tour of duty, unless otherwise authorized.

Officers attending training during their regularly scheduled shift shall contact the Shift Commander for direction if the course is cancelled. Make-ups for missed training time will be addressed on a case by case basis, depending upon the subject matter and duration of training.

Remedial Training [33.1.5]

Remedial training will be available for any mandatory training that requires meeting standards to achieve certification or qualification. A reasonable period of remedial training will be provided by the Department to assist a member having a problem meeting the required minimum standards of performance in that specific area. If deficient performance has been identified as a result of the disciplinary process, remedial training may be used to correct those deficiencies in lieu of punitive sanctions.

Civilian Training

Civilian employees in the Department have access to a copy of the Department's manual of policies, procedures, rules, and regulations. Prior to assuming job responsibility, all non-sworn employees of the Department will receive on-the-job training for their new assignment. All newly appointed civilian personnel shall receive specific information regarding: **[33.7.1]**

1. The Department's role, goals, purpose, policies and procedures; **[33.7.1(a)]**
2. The Department's working conditions and regulations; **[33.7.1(b)]**
3. Knowledge of responsibilities and rights of the employee; **[33.7.1(c)]** and
4. The Town of Medfield's Harassment Policy.

Dispatchers shall be trained in:

1. E9-1-1 Operations;
2. LEAPS Certification (Bi-annual);
3. Suicide Prevention; and
4. C.O.R.I.

The Records Clerk shall be trained in C.O.R.I.

Annual retraining will be provided as needed. **[33.7.2]**

SUPERVISORY TRAINING [33.8.2]

Newly promoted supervisors will be sent to supervisory-specific training offered either by the MPTC or another comparable institution or agency as soon as feasible. This training will include all areas of instruction mandated under Massachusetts General Laws.

Internal Training Instructors [33.6.1(a)(b)]

Employees selected to be training instructors for topics requiring instructor training or certification shall receive such training, or certification, prior to training other employees. The instructors must attend refresher training as necessary to maintain their certification. Such topics may include, but are not limited to:

1. Firearms Instructor (any kind);
2. Defensive Tactics Instructor;
3. Radar/Lidar Instructor; and
4. Breath Test Operator Instructor.
5. Taser Instructor

All non-certified instructors must have received training or possess skills on the subject which would deem them proficient in the topic.

Specialized Assignments [33.6.1(a)(b)]

Employees selected for specialized assignments shall receive such training, or certification, prior to working in the assignment if required. Officers must attend refresher training as necessary to maintain their certification. Such assignments may include, but are not limited to:

1. Field Training Officer;
2. Detective;
3. Dispatcher;
4. Internal Affair Officer;
5. Civil Rights Officer and
6. School Resource Officer

All non-certified officers must have received on the job training or possess skills on the subject which would deem them proficient in the topic.

Training Records

Training records for courses instructed by Department employees shall include the following, if applicable:

1. Lesson plan **[33.1.7(a)]**;
2. Attendance sheet. **[33.1.7(b)]**; and
3. Performance or test results. **[33.1.7(c)]**

When a member attends a training program outside of the Department, he will submit a copy of the following:

1. Performance or test results;
2. Certificates received;
3. Completion of Specialized Training form if no certificate has been issued.

Attendance dates and test results shall be maintained electronically and/or hard copy in the Department's Information Systems by the Administrative Assistant to the Chief of Police. Lesson Plans for courses instructed by Department personnel will be maintained by the instructor and a copy will be filed in the administrative office. A copy of certificates of completion for courses attended outside of the Department should be forwarded to the Administrative Assistant to the Chief of Police who will add them to the officer's personnel file. Certificates normally relevant to court proceedings should also be forwarded to the Court Liaison Officer. **[33.1.6]**

With the exception of court discovery and the Police Reform Bill, no training records will be released without approval from the Chief of Police.

Training Related Expenses [33.1.3]

Employees may be eligible to receive reimbursements for training-related expenses. Such reimbursements may include:

1. Training materials;
2. Overnight accommodations; and
3. Airfare.

Eligibility for reimbursement will be based on the Collective Bargaining Agreement (CBA) governing that employee and the policy for the Town of Medfield. All reimbursements must be submitted with a receipt, and credit card and/or bank statement verifying the purchase. All reimbursements must be approved by the Chief of Police before being submitted to the town for processing.

Accreditation Manager [33.5.4]

In the event the Department elects to seek accreditation, the Accreditation Manager and assistant(s) shall be trained in the requirements of those roles as required by the Massachusetts Police Accreditation Commission (MPAC) within one year of being appointed. **[33.5.4]**

Tactical Team Members [33.6.2]

Agency personnel assigned to a tactical team shall engage in the required training and readiness exercises and the Department will maintain documentation of that training in the employees personnel file.

Lesson Plans [33.1.4]

In order to standardize the Department's training all training conducted by the Department shall have a lesson plan with a minimum of the following information (see form attached below):

1. A statement of performance and job related objectives;
2. The content of the training and specification of the appropriate instructional techniques;
3. A process for approval of lesson plans; and
4. Identification of any tests used in the training process.

MEDFIELD POLICE DEPARTMENT

IN-SERVICE TRAINING LESSON PLAN

Handout Only

Title: Click here to enter text.

Author: Click here to enter text.

Course Title: Click here to enter text.

Lesson Plan Author: Click here to enter text.

Lesson Title: Click here to enter text.

Date Developed: Click here to enter

text.

Instructor Selection	Certified in Subject	Competent in Subject	Expert in Subject	Resume/Credentials on File
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Audience: Click here to enter text. **Class Size:** Click here to enter text. **Date:** Click here to enter a date.

Time Allocation: Entire Lesson Click here to enter text.

Per Module/Section: Click here to enter text.

Approved By: Click here to enter text.

Date Approved: Click here to enter text.

Revision Dates	1 st	2 nd	3 rd	4 th	5 th
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Relevance/Rationale	
Learning Goals	
Performance Objectives	
Method of Instruction/Delivery	
Materials, Training Aids, Supplies, Equipment Needed	
Testing Method/Procedure	
Prerequisites	
Training Environment Preparation	
Safety Considerations/Warnings	
References	