



Eric Hawkins  
Chief of Police

# ALBANY, NEW YORK

## POLICE DEPARTMENT

165 HENRY JOHNSON BOULEVARD  
ALBANY, NEW YORK 12210



1789

### TRAINING ACADEMY

#### GENERAL ORDER NO: 4.1.15

<b>Issue Date:</b> August 2, 2019	<b>Effective Date:</b> September 2016
<b>Revision Date:</b> September 2016	<b>CALEA:</b> 33.2.1, 33.2.2, 33.4.1, 33.4.2
<b>Volume 4:</b> Administrative Services Bureau	<b>Chapter 1:</b> Training and Career Development
<b>Distribution:</b> All Personnel	<b>NYSLEAP:</b> 32.1, 32.3
<b>Issuing Authority:</b> Chief Eric Hawkins	<b>Page:</b> 1 of 3

**PURPOSE:** The purpose of this policy is to outline the general procedures for the Albany Police Academy.

**POLICY:** It is the policy of the Albany Police Department to operate a police training academy where recruits for the Albany Police Department will receive entry level police training based on New York State law and Department of Criminal Justice Services (DCJS) standards.

#### I. RECRUIT TRAINING

A. Sworn personnel who are appointed to the position of Police Officer are required to attend and successfully complete the [Minimum Standards Basic Law Enforcement Officers Course](#), which consists of 649 hours of prescribed training. This curriculum shall be based on tasks of the most frequent duties of sworn personnel. All sworn officers shall successfully completed said training prior to being placed in any assignment which the officer is allowed to carry a weapon or is in a position to make an arrest, except as part of a formal field training program. The title of Police Officer Recruit shall be used during training at the academy.

1. Prior to a Police Officer Recruit being authorized or permitted to carry or use any firearm in connection with the performance of his/her official duties, they must have satisfactorily completed the firearms training portion of the Municipal Police Training Council Program (MPTC) that constitutes the basic instruction on:
  - a. Deadly physical force; and
  - b. Firearms instruction.
2. The Police Officer Recruit will become a Probationary Police Officer upon successful completion of the academic portion of training entitled "Basic Course for Police Officers" and upon approval of the Chief of Police. New York State Police Officer certification shall be granted only after successful completion of all phases of training as mandated by the following:

- a. The City of Albany Police Department; and
    - b. The Municipal Police Training Council.
  3. Upon successfully becoming a Probationary Police Officer, said officers' shall be authorized to be placed in an assignment that allows them to carry a weapon and to make arrests. This assignment shall be in a field training capacity.
  4. Police Officer Recruits will continuously be evaluated during their course of instruction at the Academy, and during any additional recruit and probationary training mandated by the department. Failure to maintain a satisfactory level of performance will be cause for dismissal. Evaluation techniques designed to measure competency in the required skills, knowledge, and abilities may include but, not be limited to the following:
    - a. Written tests; and
    - b. Practical skills assessments.
- B. Obedience to Rules and Regulations of the Department:**
1. All Police Officer Recruits shall be subject to the policies, procedures, rules, and regulations of the City of Albany Police Department, and to the rules and regulations of the Academy.
  2. All Police Officer Recruits shall receive training through PDMS in the department's policies, procedures, rules, and regulations prior to any assignment at the Academy.
  3. Violation of any of the above policies, procedures, rules, or regulations may be cause for dismissal.

## **II. ACADEMY ADMINISTRATION**

- A.** The Police Academy's goals and responsibilities shall be consistent with the goals and responsibilities set forth for the department, located in [General Order 1.1.20 – Goals and Objectives](#).
- B.** The Academy director shall be charged with overseeing the academy operations and reporting to the Chief of Police. The Academy Director shall be assisted by:

  1. Assistant Academy Director;
  2. Training Unit members;
  3. Session counselor' and
  4. Other certified department member instructors.
- C.** The session counselor shall be responsible for the day to day administrative procedures at the Police Academy. The session counselor shall ensure all records, paperwork and any other required material is collected and submitted to the Department of Criminal Justice Services (DCJS) and maintained in accordance with record retention laws.
- D.** The Academy Director shall be responsible for the operational preparedness at the Police Academy. The Academy Director shall ensure the academy has all

the personnel, equipment and facilities it requires in order to function.

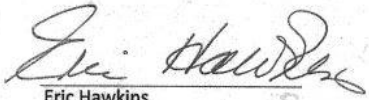
- E. Recruits will be issued at the time of appointment to the position of Police Officer Recruit and required to act in accordance, at all times with the [Albany Police Academy Rules and Regulations](#).

### III. ACADEMY FACILITIES

- A. The Albany Police Training Center located at 223 Washington Avenue Ext. shall be the on-site training facility for recruits.
  - 1. Off-site locations will be utilized for topics including, physical fitness, arrest techniques, firearms training, Emergency Vehicle Operators Course (EVOC) and any other topic that requires use of an off-site location.
- B. Recruit training will take place in the large classroom located at the Training Center.
  - 1. Recruits will be issued a Chromebook at the beginning of the Academy for the purpose of accessing resources and study materials.
- C. Academy staff, including the session counselor will all have on-site offices during the duration of the academy session.
- D. All physical training consisting of physical fitness and arrest techniques training will be conducted at off-site locations determined by department administration.

### IV. PERSONNEL EXPECTATIONS

- A. Personnel are not permitted to have unauthorized contact with recruit officers while they are in the police academy without the approval of the Chief of Police and or the Academy Director or their designee. This does not include approved academy instruction.
- B. All instructors shall be dressed appropriately and professionally in relation to the topic(s) they are instructing.



Eric Hawkins  
Chief of Police