



Eric Hawkins
Chief of Police

ALBANY, NEW YORK
POLICE DEPARTMENT
165 HENRY JOHNSON BOULEVARD
ALBANY, NEW YORK 12210



1789

TRAINING: ADMINISTRATION
GENERAL ORDER NO: 4.1.00

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PURPOSE: The purpose of this policy is to establish guidelines for the assessment of training needs of department personnel, and for the planning, implementation, and documentation of such training.

POLICY: It is the policy of the Albany Police Department to ensure that personnel receive adequate and necessary training for the proper performance of their duties.

DEFINITIONS: **Lesson Plan** – Lesson plan means a detailed guide from which an instructor teaches. The plan includes the goals, specific subject matter, performance objectives, references, resources, and method of evaluating or testing students.

I. TRAINING COMMITTEE

- A.** The Albany Police Department Training Committee shall be composed of the following personnel:
 - 1. Deputy Chief;
 - 2. Commander of the Office of Professional Standards/Administrative Services Bureau;
 - 3. Commander of Investigations;
 - 4. Commander of Center Station/Special Operations
 - 5. Commander of South Station/ Neighborhood Engagement Unit;; and
 - 6. All members of the Training Unit.
- B.** The process for selecting and replacing members of the Training Committee shall be the responsibility of the Chief of Police or his/her designee.
- C.** The Training Committee has the authority and responsibility to identify the training needs of their respective command, and the department as a whole, as well as evaluating the training programs utilized to meet these needs.
- D.** The Training Committee shall meet annually to determine the training needs of the department.

- E. The Training Unit shall utilize recommendations from the Training Committee in planning for annual training of department personnel, including specialized training specific to various units of the department.
- F. The Training Committee shall report all findings, in writing, to the Chief of Police or his/her designee.

II. ATTENDANCE REQUIREMENTS

- A. Personnel are expected to attend all scheduled trainings.
- B. Instructors shall take attendance at all scheduled trainings by means of a sign-in sheet. The sign-in sheet shall include the following:
 - 1. The name of the training course;
 - 2. The lesson title;
 - 3. The date and time of the training;
 - 4. The location of the training; and
 - 5. The name, PIN, and signature of personnel attending.
- C. Attendance records shall be maintained by the Training Unit and placed within the respective training files.
- D. If there is a conflict with the scheduled training date, personnel must notify their Commanding Officer explaining why their scheduled training date needs to be changed.
 - 1. If approved, the employee will receive notification of the new training date from the respective clerk.
 - 2. If denied, employees must attend the originally scheduled training date.
- E. In the event that personnel are unable to attend their pre-scheduled training date due to illness/injury, or any other unforeseeable circumstance, it is the employee's responsibility to notify their immediate supervisor. It is then the responsibility of the supervisor to notify the sergeant or the lieutenant of the Training Unit so that the training can be rescheduled.

III. LESSON PLANS

- A. Lesson plans are required for all training courses conducted by the department and shall include the following:
 - 1. A statement of performance and job-related objectives;
 - 2. The content of the training;
 - 3. Specification of the appropriate instructional techniques;
 - 4. Resources used for the curriculum and required for the program; and
 - 5. Identification of any tests used in the training process.
- B. All lesson plans must be submitted to a Training Unit supervisor for review and approval, two (2) weeks prior to the scheduled instruction.

IV. INSTRUCTORS

- A.** Personnel assigned to the Training Unit, in a full-time capacity as instructors, shall receive at a minimum the following training:
 - 1. Lesson plan development;
 - 2. Performance objective development;
 - 3. Instructional techniques;
 - 4. Testing and evaluation techniques; and
 - 5. Resource availability and use.
- B.** The department shall utilize certified instructors to provide and/or approve the required twenty-one (21) hour in-service training, as outlined in [General Order 4.1.05 -Training and Travel](#).
- C.** Instructor certification shall be in accordance with the instructor standards, as set forth in Part 6023 or 6024 of the New York State Codes, Rules, and Regulations.
- D.** If the proposed instructor has not been certified by DCJS, the Commander of the Administrative Services Bureau, or his/her designee, shall review and approve both the qualifications of the presenter and the content of the lesson plans.
 - 1. Review and approval must be made by a certified instructor.

V. TRAINING CLASS RECORDS MAINTENANCE

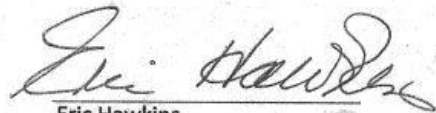
- A.** Upon completion of any training class that this department conducts, the Training Unit shall record the following:
 - 1. Date(s), time(s), and location of training;
 - 2. IDC(s) announcing the training and personnel to attend;
 - 3. Course description;
 - 4. Course curriculum;
 - 5. Lesson plans for each topic;
 - 6. Names of instructors and topics they instructed;
 - 7. Sign-in sheet, listing the names of attendees;
 - 8. Certificates received;
 - 9. Course evaluations; and
 - 10. Test scores, if administered.
- B.** Out of Agency Training:
 - 1. For all training courses that are attended by department personnel, a copy of the lesson plan, course curriculum, or course description shall be maintained by the Training Unit.
 - 2. Personnel who attend a training shall submit the following, within ten (10) days of completion of the training:
 - a. An IDC to the Chief of Police indicating the completion of training, as well as the benefits derived from such training; and
 - b. Copies of any certificates awarded, which shall be submitted to the

Training Unit and the Office of Professional Standards.

3. Any certificates of completion that will be mailed by the agency conducting the training, shall be mailed to the Albany Police Department Training Unit - 223 Washington Ave-Ext., Albany NY 12205.

C. Employee Training Record Maintenance:

1. Upon completion of any department training or out of agency training, the Albany Police Department Training Unit shall ensure the following training records are maintained:
 - a. The original certificate is forwarded to the employee who attended the training;
 - b. A copy of the certificate is maintained in the employee's training file;
 - c. A copy of the certificate is provided to the Office of Professional Standards to be maintained in the employee's personnel file; and
 - d. A copy of the certificate is provided to the Chief Fiscal Officer, as appropriate.
2. All training records shall be maintained in accordance with Records Retention and Disposition Schedule MU-1.



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