

## **TRAINING – LAW ENFORCEMENT DIVISION**

STANDARD NO(S):

NYSLEAP Chapters 32-35

NYSSA CS#: 4-5,5-17

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REFER TO:

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### I. OBJECTIVE:

To provide guidelines for the conduct of training programs to meet the needs of the Seneca County Sheriff's Office, Law Enforcement Division, its employees, as well as to comply with various training requirements as promulgated by the Municipal Police Training Council (MPTC) under the provisions of the New York State Executive Law, Section 840.

### II. POLICY:

It will be the policy of the Seneca County Sheriff's Office to provide its employees with timely, complete and relevant training/instruction, thus insuring that each one can perform all assigned tasks with the highest degree of professionalism. It is the goal of the SCSO that no employee be less than thoroughly trained for the job, to the point where one feels confident that one's actions are entirely appropriate. This goal will be achieved by strict adherence to the requirement that personnel must participate in an initial period of formal training, supplemented by on-the-job sessions, and finally, receive continuous supervisory attention to measure progress made, with remedial action to be taken if necessary.

### III. DETAILS:

Training has often been described as one of the most important responsibilities of a law enforcement agency. Recognizing that even the most mundane of an officer's tasks can suddenly turn into a critical situation, the SCSO subscribes wholeheartedly to the premise that a well-trained officer is essential to decisive and correct response under pressure. In addition, adequate training results in greater productivity and effectiveness, while fostering cooperation and unity of purpose among employees.

- A. Training activities in the Corrections Division will be overseen by a Corrections Lieutenant with the day to day operation and management of such training

programs under the authority of the Corrections Training Coordinator. (See “**Training**”), located in the CMOI.

- B. Training activities in the Law Enforcement Division will be overseen by the Chief Deputy.
- C. Law Enforcement Division training programs will meet all requirements of the New York State Municipal Police Training Council and the Standards for Accreditation of the New York State Law Enforcement Accreditation Program and New York State Sheriff's Association.

#### IV. BASIC TRAINING:

- A. **Recruit training (FLLEA) ROAD PATROL DIVISION-** It is the policy of the SCSO that all newly sworn officers shall successfully complete the Basic Training Course for Police Officers as mandated by the Municipal Police Training Council, and be certified as having done so, prior to being given any routine assignment which could result in having to make an arrest.

Formal training afforded SCSO personnel is usually under the auspices of the Finger Lakes Law Enforcement Academy, (FLLEA) Incorporated. FLLEA is a not- for-profit organization formalized on March 28, 1996.

Its' stated purposes are: "the operation of a law enforcement academy for the counties of Wayne, Ontario, Seneca and Yates to train law enforcement officers employed or to be employed in the various police departments and organizations in the municipalities in those counties; to formulate law enforcement training programs and coordinate efforts of interested parties and agencies engaged in law enforcement training; and to do any other act or thing incidental to or connected with the foregoing purposes or in advancement thereof..."

- 1. The membership of FLLEA is made up of the Sheriffs of the four counties mentioned above and of the chiefs of all the municipal police departments in the four county area. At regular meetings, the group discusses the training needs as expressed by the members and, if appropriate, authorizes the Training Director to implement such training.
- 2. The FLLEA Training Director is responsible for providing the staff, instructors and other resources and if a state mandated program, securing approval and reporting results to the New York State Office of Public Safety(OPS) in Albany, NY.
- 3. Financial support for FLLEA programs is provided by the various departments having trainees in a particular program on an at-cost basis.
- 4. Although most of the training programs are held at the Ontario County Training Site in the Town of Hopewell, legal liability for any injuries suffered by any of the attendees is borne by the sponsoring municipality.

- B. **Basic Training – Court Security Division** – Special Patrol Officer's are not authorized, permitted or assigned to perform regular court security duties until they have successfully completed a basic course, designed at a minimum to comply with all New York State mandated training for peace officers. Deputy Sheriff's or Special Patrol Officer transferred, selected or assigned to the Court Security Division will receive a basic course for Court Security Officers consisting of one day, which is a condensed version of the one week program for new officers.
- C. **Basic Training – Civil Division** – All full-time Deputy Sheriff's and Civilian personnel assigned to the Civil Division will successfully complete the Basic Civil School sponsored by the New York State Sheriff's Association within one year of their appointment to the Civil Division.

V. TRAINING SITES - Training programs in which members of the SCSO participate, either inter agency, intra-agency, or under the auspices of the FLLEA are held at the following locations utilizing the resources of public and private organizations:

- A. The Ontario County Public Safety Training Facility is located in the Town of Hopewell. This facility is designed to accommodate the training needs of the Ontario County fire services as well as the SCSO.
- B. By an informal agreement between the Wayne County Deputy Sheriff's Association and FLLEA, the latter conducts 40 hours of firearms training at a range located adjacent to the Wayne County Sheriff's Office in Lyons, New York. This training is administered for recruit officers in connection with the Basic Training Course for Police Officers.
- C. A 21 hour course for recruits in emergency vehicle operation is given in two locations; low speed tactics in an area suitable for this purpose on the FLCC campus, and high speed maneuvers at the air strip adjacent to the Seneca Army Depot.
- D. Included in the Basic Training Course for Police Officers is a component on crime scenes and the location and preservation of physical evidence. A practical problem used in this training is conducted at a facility approved by the FLLEA.
- E. SCSO utilizes the John Walters Memorial Training Room, located within the confines of the Seneca County Law Enforcement Center for both in-service training as well as a site for other training sessions sponsored or conducted by outside agencies.

VI. AFFILIATION WITH COLLEGES - Two institutions of higher learning have examined the course content of the Basic Training Course for Police Officers as presented by the Finger Lakes Law Enforcement Academy (FLLEA). Following their evaluations, supported by examples of testing materials, the grading system and

the requirements for term paper and notebook preparation, the following agreements were made:

- A. Finger Lakes Community College (FLCC) - For any trainee who is matriculated at FLCC and who has completed the above-mentioned course, sixteen semester hours will be awarded.
- B. Empire State College - For any trainee who is matriculated at Empire State College, Rochester Campus, and who has completed the above-mentioned course, ten semester hours will be awarded.

VII. TRAINING INTERACTION - The SCSO, because of its affiliation with the Finger Lakes Law Enforcement Academy, participates with other police agencies in many training activities. FLLEA programs are always attended by personnel from departments both in and outside the four county area.

In addition, when there are insufficient numbers to justify FLLEA sponsorship for a particular program, SCSO members may receive training at either the Monroe County Public Safety Training Center, located in Rochester, New York, the Onondaga County Public Safety Training Center, located in Syracuse, New York or any other training entity recognized as qualified by the SCSO administration.

For maintaining special skills such as are needed by those qualified in K-9 and SCUBA activities, regular training sessions are frequently held jointly with neighboring agencies.

VIII. FIREARMS - No SCSO member is authorized or permitted to carry or use any firearm in connection with the performance of their official duties, unless such member has satisfactorily completed that portion of an approved Municipal Police Training Council Program or a program that meets or exceeds those requirements that constitute the basic course of instruction in the use of deadly physical force.(See “**Use of Force**”), this manual.

IX. LESS-THAN-LETHAL SUBSTANCES - No member will possess or use in the performance of their official duties any less-than-lethal substances or any other devices until such time as they have had initial basic training in the use of such less-than-lethal substances. Members, who successfully complete the initial basic training in the use of less-than-lethal substances, shall receive periodic training thereafter in such less-than-lethal substances.

X. IN-SERVICE TRAINING:

- A. All sworn members assigned to the Law Enforcement Division will complete a minimum of twenty-one (21) hours of in-service training annually.
- B. In-service training will include, but is not limited to: use of force, firearms qualification, defensive tactics, OC Spray, first aid, CPR, and legal updates.

- C. In-service training will be conducted by instructors who have been certified by the NYS Division of Criminal Justice Services or any other accredited and universally accepted program, such as the American Red Cross, for the specific course of instruction.

XI. SUPERVISORS:

- A. Newly appointed Sergeants will attend and successfully complete a course in supervision that meets or exceeds Municipal Police Training Council course requirements within one year of promotion. In addition, newly appointed Sergeants assigned to the Civil Division will in addition to attending and successfully completing a Course in Police Supervision will also be required to attend and successfully complete the Advanced Civil School sponsored by the New York State Sheriff's Association within two years of appointment.
- B. First line supervisors and above (including Sergeants, Division Lieutenant's and the Chief Deputy) will receive twenty-one (21) hours of annual training to enhance managerial skills. Private industry, professional seminars, college courses, and video are some of the sources that may be used to accomplish this training.

XII. SPECIALIZED TRAINING - In order to provide high quality service to the community, it is necessary for the SCSO to establish and maintain specialized positions within the agency. These positions all require specialized training which may be obtained through various sources and which shall be undertaken prior to assignment, or alternatively, within 30 days of the date of such assignment. Members who successfully complete specialized training are certified as having done so, which certification is recognized as their qualification to act on behalf of the SCSO in that specialty.

- A. Assignments currently within the SCSO for which specialized training is required are:
  - 1. Accident investigator;
  - 2. Armorer;
  - 3. D.A.R.E. instructor;
  - 4. Drug investigator;
  - 5. Drug Recognition Expert;
  - 6. Emergency Response Team member;
  - 7. Evidence technician;
  - 8. Field Training Officer

9. Firearms instructor;
10. General police instructor;
11. Hostage negotiator;
12. K-9 handler;
13. CVSA operator
14. Breath Test Operator
15. Defensive Tactics Instructor
16. Child Safety Seat Technician
17. Marine Patrol Officer
18. Taser Instructor

B. Training designed to qualify a member for the above specialties shall include:

1. Development and/or enhancement of the skills, knowledge, and abilities particular to the specialization;
2. Management, administration, supervision, personnel policies, and support services pertinent to the specialization;
3. Identification of performance standards required;
4. Review of SCSO policies, procedures, rules and regulations specifically related to the specialization; and,
5. Supervised on-the-job training.

XIII. TRAINING RECORDS:

- A. Up to date training records will be maintained by the Undersheriff.
- B. Copies of training certificates and other supporting documentation for basic, in-service, specialized training and/or outside facility training will be maintained in individual employee training files and in the computerized electronic training database.
- C. Course files and documentation will be maintained in designated individual course files. The course files will include, but not be limited to: lesson plans, course curriculum, rosters, attendance sheets, examinations, handout materials,

instructor names, and other documents created as part of administering the course of instruction. The SCSO maintains accurate records for all training courses that it sponsors which include, but it not limited to, lesson plans, and course curriculum which is maintained indefinitely.

XIV. FIELD TRAINING PROGRAM -

- A. New trainees assigned to the Law Enforcement Division will not be authorized or assigned to perform regular law enforcement officer duties until they have completed training as required in this policy and have successfully completed a Field Training Program. (See “**Field Training Officer Program**”), this manual.