

DIRECTIVE 33.5
IN-SERVICE, SHIFT BRIEFING & ADVANCED
TRAINING

Issue Date: 09/01/2020	By Order of Chief of Police
Rescinds: (Issue 06/08/2020)	CALEA Standards
Pages: 3	Referenced: 33.5.1; 33.5.2; 33.5.3 & 33.5.4

This directive consists of the following sections:

[33.5.1 Annual In-Service Training Program](#)

[33.5.2 Shift Briefing Training](#)

[33.5.3 Accreditation Training](#)

[33.5.4 Accreditation Manager Training](#)

POLICY AND PROCEDURE:

The Miami Township Police Department recognizes the necessity of training to fulfill its obligation in providing professional law enforcement services to the community it serves. Training provides the employee with professional growth and capabilities for both current and future job roles. This obligation extends not only to providing the training necessary for the department to achieve its objectives but provides for the individual career development of its employees. Improvement of personnel skills, knowledge and abilities promotes productivity, efficient and effective job performance and an improved level of job satisfaction. Miami Township Police Department is committed to provide training and educational opportunities to all members at all levels.

[33.5.1 Annual In-Service Training Program](#)

In-Service training programs are designed to ensure that employees continue training that may enhance law enforcement and career development. In-Service training will be ongoing throughout the year and consistent with the position held and functions performed. It may be accomplished by formal in-service classroom training, outside training programs, roll call training, online training, self-study training or training bulletins/updates.

Annual training may include instruction on technological improvements, revision in agency directives, policies & procedures, ethics and integrity or any other topic designed to increase professionalism within the department.

Annual training will include the following:

- Continuing Professional Training Requirements set by State of Ohio;
- Legal Update;
- Use of Force Policies;
- Lethal Weapons/Firearms Qualifications & Proficiency;
- Electronic Weapons Proficiency;
- Bias Based Profiling;
- All Hazard Training (affected agency personnel);
- Active Threat Training.

Biennial training will include the following:

- Ethics Training;
- Less Lethal Weapon Proficiency
- All Hazard Table Top or Full Scale Exercise (affected agency personnel).

Triennial training will include the following:

- Dealing with the Mentally Ill.

33.5.2 Shift Briefing Training

The department will forward information to employees using roll call training. Roll call training will be used to relate current information in a timely manner to employees.

Department supervisors will be responsible for planning roll call training, which will generally consist of brief synopses of information, including updates of directive, policy and procedures, court decisions and criminal justice opinions. Any employee of the department may suggest roll call training that would be beneficial to the mission of the department.

Roll call training may include a wide variety of techniques, including but not limited to lecture, videotapes, written document distribution, audio tapes and discussions. Methodology may include lectures, discussions and demonstrations, depending on the nature and content of the material.

Employees who have received update and or specialized training may be utilized to prepare and or present roll call training segments.

Roll Call training will vary in frequency and duration and will be scheduled on an as needed basis. Roll call training may occur during roll call or be incorporated into the members normally scheduled shift.

33.5.3 Accreditation Training

Familiarization with the accreditation process will be provided to all employees as follows:

Newly Hired Personnel - All newly hired personnel shall receive accreditation familiarization training within thirty days after their employment begins. This training will normally be conducted by the Accreditation Manager.

Self Assessment Phase – N/A

On-Site Assessment – All personnel shall receive an accreditation refresher course prior to an on-site assessment.

33.5.4 Accreditation Manager Training

The role of Accreditation Manager is very specialized and requires familiarization with the accreditation process and all aspects of department operations. Employees assigned to the position of Accreditation Manager shall receive specialized accreditation training within one year of being appointed, which will include information on the essential components of the process, the standards manual, file maintenance and the assessment review cycle and requirements. The Accreditation Manager shall be responsible for providing appropriate training to other agency personnel assigned to the accreditation process.