

# SPRINGFIELD POLICE DEPARTMENT

## Investigations and Support Services Bureau

### Support Services Division

#### Special Order

<b>Effective Date:</b> 02/22/2019	<b>Supersedes Policy Dated:</b> 04/20/2018	<b>Rescinds:</b>	<b>SO Number:</b>
<b>Accreditation Index:</b> 22.2.2, 33.1.6			<b>ISSB SSD</b> <b>SO 412.1</b>
<b>Part Title:</b> Operations	<b>Chapter Title:</b> Training		
<b>Bureau Commander:</b>			

### Training Section Operations

#### I Policy

Training has been cited as one of the most important responsibilities in any law enforcement agency. The Training Section of the Springfield Police Department is responsible for developing and administering various training programs within the department. The Training Section is also responsible for notifying employees of various outside training opportunities that are available.

#### II Definitions

**Academy** – POST-approved basic training academy

**Continuing Education** – Training provided to certified law enforcement officers

**DPS** – The Missouri Department of Public Safety

**POST** – The Peace Officers Standards and Training Program, which regulates peace officer training in the State of Missouri.

**Generalist Instructor** – An instructor certified by DPS to instruct any POST-approved Academy course that does not require a third-party license.

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**Specialist Instructor** – An instructor certified by DPS to instruct specific POST-approved Academy courses.

### III Procedure

#### 1 ORGANIZATION

- 1.1 Training is a Section of the Investigations and Support Services Bureau of the Springfield Police Department.
- 1.2 Officers selected for the Training Section should remain in the position for a minimum of three (3) years.
- 1.3 Officers assigned to the Training Section as instructors shall attend a POST-approved instructor development course which includes instruction on the following:
  - 1.3.1 Lesson plan development;
  - 1.3.2 Performance objective development;
  - 1.3.3 Instructional techniques;
  - 1.3.4 Testing and evaluation techniques;
  - 1.3.5 Resource availability and use.
- 1.4 The Training Section structure consists of the following:
  - 1.4.1 Training Section Commander;
  - 1.4.2 Training Unit Supervisor;
  - 1.4.3 Specialty Schools Coordinator;
  - 1.4.4 Range Coordinator;
  - 1.4.5 Academy Coordinator;
  - 1.4.6 Curriculum Coordinator;
  - 1.4.7 Professional Development Coordinator;
  - 1.4.8 Technical Skills Coordinator;
  - 1.4.9 Physical Fitness Coordinator;
  - 1.4.10 Range Officer;
  - 1.4.11 Resource Manager;
  - 1.4.12 Volunteer Coordinator;
  - 1.4.13 Administrative Assistant.

#### 2 ROLES AND RESPONSIBILITIES

- 2.1 Training Section Commander
  - 2.1.1 The Training Section Commander holds the rank of Lieutenant and must be a POST-certified Generalist Instructor or become a POST-certified Generalist Instructor upon appointment.

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### 2.1.2 Training Section Commander responsibilities:

- 2.1.2(a) The Training Section Commander shall serve as the Academy Director and meet all Department of Public Safety Peace Officer Standards and Training requirements.
- 2.1.2(b) The Academy Director shall be responsible for operation and general management of the training center.
- 2.1.2(c) The Academy Director must ensure that all Sections of Title II, Division 75 Peace Officer Standards and Training Program are adhered to in order to maintain the Springfield Police Department Academy certification.
  - 2.1.2(c.1) See RSMo. Chapter 590, Peace Officers, Selection, Training and Discipline.
  - 2.1.2(c.2) Other specific responsibilities of the Training Director can be found in Missouri Code of Department of Public Safety, Division 75-Peace Officer Standards and Training Program, Chapter 14-Basic Training Centers.
- 2.1.2(d) Submit and administer the training section budget.

### 2.2 Training Unit Supervisor

- 2.2.1 The Training Unit Supervisor holds the rank of Sergeant and must be a POST-certified Generalist Instructor or become a POST-certified Generalist Instructor upon appointment.
- 2.2.2 Training Unit Supervisor responsibilities:<sup>1</sup>
  - 2.2.2(a) Ensure that the Training Unit complies with all DPS and CALEA requirements.
  - 2.2.2(b) Supervise the Training Unit Staff.
  - 2.2.2(c) Ensure all academy and continuing education programs are properly presented and all lesson plans are in compliance with DPS/POST and CALEA requirements.
  - 2.2.2(d) Assist in the instruction of the academy and continuing education programs.
  - 2.2.2(e) Ensure the various training programs match the departments goals.
  - 2.2.2(f) Ensure the Training Unit has ample supplies, books, handout materials, etc. to properly equip recruits and in-service personnel attending training programs and to keep the Training Unit operating at its peak efficiency.
  - 2.2.2(g) Complete any necessary paperwork as required by the department or city, such as evaluations, personnel action forms, etc.
  - 2.2.2(h) Ensure that POST-certified instructors are evaluated according to POST rules.
  - 2.2.2(i) Supervise the volunteer program.

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<sup>1</sup> Section 2.2.2 revised, volunteer program added to list of responsibilities, per Policy Change Order 18-038.

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### 2.3 Specialty Schools Coordinator

- 2.3.1 Specialty Schools Coordinator holds the rank of corporal and must be a POST-certified Generalist instructor or become a POST-certified Generalist instructor upon appointment.
- 2.3.2 Specialty Schools Coordinator responsibilities:
  - 2.3.2(a) Serves as the Assistant Training Unit Supervisor and acts as the Training Unit Supervisor in the Training Unit Supervisor's absence for POST inquiries.
  - 2.3.2(b) Coordinates all specialty schools and the distance-learning programs.
    - 2.3.2(b.1) Ensures the courses presented are POST approved (if required).
    - 2.3.2(b.2) Completes files for each course presented.
  - 2.3.2(c) Researches training opportunities for department personnel.
  - 2.3.2(d) Locates alternate training sites as necessary
  - 2.3.2(e) Develops non-traditional training.
    - 2.3.2(e.1) Examples: on-line or video courses.
  - 2.3.2(f) Orders supplies as necessary.
  - 2.3.2(g) Provides the Training Unit Supervisor with an end of year report detailing all courses offered, the costs associated with each contracted course and outside attendance records.
  - 2.3.2(h) Assists in the instruction of academy and continuing education programs.
  - 2.3.2(i) Performs other training-related duties as required.

### 2.4 Range Coordinator

- 2.4.1 The Range Coordinator holds the rank of officer and must be a POST-certified Generalist instructor or become a POST-certified Generalist instructor upon appointment. <sup>2</sup>
- 2.4.2 Upon appointment must successfully complete or have completed a recognized firearms instructor's training program.
- 2.4.3 Upon appointment must successfully complete or have completed armorer's courses for Glock pistols, Remington shotguns, and other department-approved firearms and maintain current certification in each.
- 2.4.4 Range Coordinator responsibilities: <sup>3</sup>
  - 2.4.4(a) Has functional authority over those individuals participating in firearms training programs while they are being conducted.
  - 2.4.4(b) The Range Coordinator shall be responsible for scheduling, operation and general management of the range.
    - 2.4.4(b.1) Coordinates all range scheduling and ensures all outside agencies

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<sup>2</sup> Section 2.4.1 revised, rank of Range Coordinator position changed from corporal to officer, per PCO 18-038.

<sup>3</sup> Section 2.4.4 revised, acting supervisor removed from Range Coordinator responsibilities, per PCO 18-038.

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- training at our facility have a memorandum of understanding on file.
  - 2.4.4(b.2) Maintains efficient and safe operation of the range.
  - 2.4.4(b.3) General maintenance and cleanliness of the range facilities and property.
  - 2.4.4(b.4) Responsible for budget documents consistent with the needs of the range facility and firearms training programs.
  - 2.4.4(b.5) Orders and maintains an adequate stock of various supplies for the range facilities to include:
    - 2.4.4(b.5.1) eye and ear protection;
    - 2.4.4(b.5.2) firearms cleaning supplies;
    - 2.4.4(b.5.3) targets and backer board;
    - 2.4.4(b.5.4) ammunition.
  - 2.4.4(c) Coordinates and develops firearms training programs including:
    - 2.4.4(c.1) Department basic, continuing education and advanced courses.
    - 2.4.4(c.2) Specialty schools consistent with the needs of the department and outside agencies.
  - 2.4.4(d) Submit appropriate documentation of the results of each range training program administered.
  - 2.4.4(e) Develops and writes lesson plans as necessary.
  - 2.4.4(f) Instructs training courses for the academy and continuing education programs to departmental and non-departmental personnel as required.
  - 2.4.4(g) Conducts ammunition inventory to be able to account for the department's use of all calibers of ammunition.
  - 2.4.4(h) Maintains all department-owned firearms and related equipment in good working order.
    - 2.4.4(h.1) Exception: SRT firearms and equipment.
  - 2.4.4(i) Maintains inventory records of all department-owned firearms.
    - 2.4.4(i.1) Includes: All firearms converted to Department use from the Property Unit
    - 2.4.4(i.2) Exception: SRT Firearms
  - 2.4.4(j) Monitors, evaluates, and directs other firearms instructors during training presentations.
  - 2.4.4(k) Performs other training-related duties as required.
- 2.5 Academy Coordinator
- 2.5.1 The Academy Coordinator is responsible for the various activities related to the academy and ensuring all POST rules and regulations are adhered to.
  - 2.5.2 The Academy Coordinator holds the rank of officer and must be a POST-certified

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Generalist Instructor or become a POST-certified Generalist Instructor upon appointment.

### **2.5.3 Academy Coordinators responsibilities:**

- 2.5.3(a) Develops and coordinates academy schedules.
- 2.5.3(b) Develops exams for academy students.
- 2.5.3(c) Instructs in the academy and continuing education training courses.
- 2.5.3(d) Coordinates academy services to ensure they are in compliance with DPS/POST regulations and CALEA requirements.
- 2.5.3(e) Develops and writes lesson plans as necessary.
- 2.5.3(f) Evaluates student performance.
- 2.5.3(g) Maintains the academy grade book.
- 2.5.3(h) Performs other training related duties as required.

### **2.6 Curriculum Coordinator**

2.6.1 The Curriculum Coordinator holds the rank of officer and must be a POST-certified Generalist Instructor or become a POST-certified Generalist Instructor upon appointment.

#### **2.6.2 Curriculum Coordinator responsibilities:**

- 2.6.2(a) Lesson plan updates for academy classes.
- 2.6.2(b) Ensures that the Department of Public Safety, POST Commission, approves all academy lesson plans.
- 2.6.2(c) Develops academy lesson plans, and assists other instructors in developing and implementing new teaching techniques.
- 2.6.2(d) Ensures the academy lesson plan file is maintained in an orderly fashion.
- 2.6.2(e) Develops videos for academy and continuing education courses.
- 2.6.2(f) Maintains the Training Section's video library and records.
- 2.6.2(g) Maintains the instructor files for POST certification.
- 2.6.2(h) Performs internal audits of lesson plan files to ensure compliance with DPS regulations.
- 2.6.2(i) Performs other training related duties as required.

### **2.7 Professional Development Coordinator**

2.7.1 The Professional Development Coordinator holds the rank of officer and must be a POST-certified Generalist Instructor or become a POST-certified Generalist Instructor upon appointment.

#### **2.7.2 Professional Development Coordinator responsibilities:**

- 2.7.2(a) Ensure the continuing education curriculum is in compliance with DPS/POST regulations and CALEA requirements.
- 2.7.2(b) Coordinates continuing education training, including scheduling, lesson plan development, and test construction.

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- 2.7.2(c) Primary relief firearms instructor during the academy and continuing education training programs.
  - 2.7.2(d) Coordinates with outside agency students who are scheduled to attend courses presented or hosted by the Training Section.
  - 2.7.2(e) Instructs in the academy and continuing education courses.
  - 2.7.2(f) Works with other sections of the department to determine the specific training needs of those sections. Courses are developed for those needs or outside sources are provided to the supervisors to meet those needs.
  - 2.7.2(g) Performs other training related duties as required.
- 2.8 Technical Skills Coordinator
- 2.8.1 The Technical Skills Coordinator holds the rank of officer and must be a POST-certified Generalist Instructor or become a POST-certified Generalist Instructor upon appointment.
  - 2.8.2 Technical Skills Coordinator responsibilities:
    - 2.8.2(a) Develops technical skills classes for both the academy and continuing education curriculums.
      - 2.8.2(a.1) Technical skills will include but is not to be limited to defensive tactics, emergency driving, and CPR/First Aid.
    - 2.8.2(b) Coordinates defensive tactics specialty schools
    - 2.8.2(c) Instructs in the academy and in-service courses.
    - 2.8.2(d) Performs other training related duties as required.
- 2.9 Physical Fitness Coordinator
- 2.9.1 The Physical Fitness Coordinator holds the rank of officer and must be a POST-certified Generalist Instructor or become a POST-certified Generalist Instructor upon appointment.
  - 2.9.2 Physical Fitness Coordinator responsibilities:
    - 2.9.2(a) Develops, manages, implements, and evaluates the departments fitness programs.
    - 2.9.2(b) Inspects the gym and workout areas for any deficiencies or abuse of equipment and ensures the cleanliness of those areas.
    - 2.9.2(c) Instructs in the academy and continuing education courses.
    - 2.9.2(d) Serves as a relief firearms instructor and defensive tactics instructor.
    - 2.9.2(e) Assists with the physical fitness portion of police applicant testing.
    - 2.9.2(f) Responsible for the academy fitness program, including individualized programs to improve recruits' performance.
    - 2.9.2(g) Assists with academy and continuing education services for department employees in compliance with DPS/POST regulations and CALEA requirements.

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2.9.2(h) Provides instruction, develops lesson plans, evaluates student performance, as needed.

2.9.2(i) Performs other training related duties as required.

### **2.10 Range Officer**

2.10.1 The Range Officer holds the rank of officer and must be a POST-certified Specialist Instructor in Firearms Training, or a Generalist Instructor, or be able to become a POST-certified Specialist Instructor in Firearms Training, or a Generalist Instructor upon appointment.

2.10.2 Upon appointment must successfully complete or have completed a recognized firearms instructor's training program.

2.10.3 Upon appointment must successfully complete or have completed armorer courses for Glock pistols, Remington shotguns, and other department-approved firearms and maintain current certification in each.

#### **2.10.4 Range Officer responsibilities:**

2.10.4(a) Has functional authority over those individuals participating in firearms training programs while they are being conducted.

2.10.4(b) Maintains efficient and safe operation of the range.

2.10.4(c) General maintenance and cleanliness of the range facilities and property.

2.10.4(d) Orders and maintains an adequate stock of various supplies for the range facilities to include:

2.10.4(d.1) eye and ear protection;

2.10.4(d.2) firearms cleaning supplies;

2.10.4(d.3) targets and backer board;

2.10.4(d.4) ammunition.

2.10.4(e) Coordinates and develops firearms training programs including department basic, continuing education, and advanced courses.

2.10.4(f) Submits appropriate documentation of the results of each range training program administered.

2.10.4(g) Develops and writes lesson plans.

2.10.4(h) Instruct training courses for the academy and continuing education programs.

2.10.4(i) Maintains all department-owned firearms and related equipment in good working order.

2.10.4(i.1) Exception: SRT firearms and equipment.

2.10.4(j) Maintains inventory records of all department-owned firearms.

2.10.4(j.1) Includes: All firearms converted to Department use from the Property Unit.

2.10.4(j.2) Exception: SRT Firearms



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- 2.10.4(k) Monitors, evaluates, and directs other firearms instructors during training presentations.
- 2.10.4(l) Performs other training-related duties as required.
- 2.11 Resource Manager
  - 2.11.1 The Resource Manager holds the rank of officer and is under the direct supervision of the Training Section Commander.
  - 2.11.2 Resource Manager Responsibilities
    - 2.11.2(a) See SOG 201.1 – Recruitment of Police Officers
- 2.12 Volunteer Coordinator
  - 2.12.1 The Volunteer Coordinator holds the rank of officer.
  - 2.12.2 Volunteer Coordinator Responsibilities <sup>4</sup>
    - 2.12.2(a) Acts as the liaison between the Springfield Police Department and the Springfield Police Chaplains Association;
    - 2.12.2(b) Serves as the Springfield Police Cadet Advisor and manages the Police cadet program;
    - 2.12.2(c) Coordinates the HEAT (Handicap Enforcement Action Team) program;
    - 2.12.2(d) Coordinates the VIPS (Volunteers in Police Service) program;
    - 2.12.2(e) Coordinates the Citizen’s Police Academy;
    - 2.12.2(f) Conducts background checks on all volunteers;
    - 2.12.2(g) Assists the Resource Manager with recruiting as needed;
    - 2.12.2(h) Works with other sections of the Police Department to maximize the use of volunteer resources;
    - 2.12.2(i) Performs other duties as assigned.
    - 2.12.2(j) Manages the police intern program and coordinates the activities of police interns throughout the Springfield Police Department.
- 2.13 Administrative Assistant
  - 2.13.1 The Administrative Assistant is under direct supervision of the Training Section Commander and assists all Training Section Staff as necessary.
  - 2.13.2 Administrative Assistant responsibilities:
    - 2.13.2(a) Various filing of information for easy retrieval.
    - 2.13.2(b) Computer entry of various training records including in-service, academy courses, students’ attendance, DPS required records, equipment inventory, etc.
    - 2.13.2(c) Word processing of correspondence, lesson plans, examinations, budget forms, etc.
    - 2.13.2(d) Assists with purchasing and invoicing.

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<sup>4</sup> Section 2.12.2 revised, intern management added to Volunteer Coordinator responsibilities, per PCO 18-038.

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- 2.13.2(e) Orders various supplies for the operation of the Training Section.
- 2.13.2(f) Greets visitors of the Training Section.
- 2.13.2(g) Establishes and maintains an adequate filing system for various records to be in compliance with DPS rules and regulations.
- 2.13.2(h) Assist the Physical Fitness Coordinator with maintaining and documenting the Physical Fitness Fund.

### 3 PERFORMANCE STANDARDS (CALEA 22.2.2)

3.1 Each Training Officer must meet performance standards above that of the normal officer. These standards include, but are not limited to:

#### 3.1.1 Physical Fitness

3.1.1(a) Due to the requirements placed on Training Officers during the performance of their duties, it is recognized that an increased level of fitness must be maintained, specifically for Academy instruction and In-Service training.

3.1.1(b) Training Officers must be able to meet or exceed all fitness requirements of the Lateral Hire program. (see [SOG 201.2 – Selection Process of Police Recruits.](#))

3.1.1(b.1) Each Training Officer must pass an annual physical fitness test.

3.1.1(b.1.1) One physical fitness test will be administered during the calendar year.

3.1.1(b.1.2) If a Training Officer fails the fitness test they must retest within ninety (90) days.

3.1.1(b.1.3) Training Officers who fail their second attempt at the physical fitness test are subject to reassignment based on the recommendation of the Training Section Commander.

### 4 RESERVATION OF CLASSROOMS

4.1 In order to ensure the availability of classroom space, the utilization of a reservation system is necessary.

4.2 Police training activities take precedence over all other activities.

#### 4.3 Reservation Procedures

4.3.1 Classrooms are reserved by adding the group's name/course topic and a point of contact to the corresponding classroom calendar.<sup>5</sup>

4.3.1(a) The Academy Coordinator is responsible for scheduling all academy classes.

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<sup>5</sup> Section 4.3.1(c) revised, additional scheduling responsibilities added, per Policy Change Order 18-038.

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- 4.3.1(b) The Professional Development Coordinator is responsible for scheduling all continuing education courses.
- 4.3.1(c) The Volunteer Coordinator is responsible for scheduling all Cadet Unit, Chaplain, and Citizen Police Academy activities.
- 4.3.1(d) The Curriculum Coordinator is responsible for scheduling all Lateral Academy classes.
- 4.3.1(e) Other activities can be scheduled by any member of the training Section.

## **5 ACADEMY TRAINING**

- 5.1 The Springfield Police Training Section is a certified Training Center through the Missouri Department of Public Safety's Peace Officer Standards and Training Program (POST) and must comply with all POST rules and regulations to maintain certification as a training center. (see Rules of Department of Public Safety, Division 75-Peace Officer Standards and Training Program, Chapter 14 – Basic Training Centers)
- 5.2 All recruit officers must satisfactorily complete all phases of the academy training prior to being a sworn peace officer:
  - 5.2.1 For the basic police academy requirements see the Academy Recruit Policy Manual.
  - 5.2.2 For the lateral hire police academy requirements see the Lateral Academy Recruit Policy Manual.
- 5.3 Instructor Qualifications for Academy Courses
  - 5.3.1 To teach any DPS-required class, the instructor must be a POST-certified Generalist or Specialist instructor.
    - 5.3.1(a) The minimum requirements for each type of instructor are identified in the Missouri Code of State regulations, 11 CSR 75-14.080 Minimum Requirements for a Basic Training Instructor.
    - 5.3.1(b) Special Certification or Exceptions:
      - 5.3.1(b.1) Guest lecturers or outside instructors approved by the director of a certified training center and under the supervision of a certified instructor responsible of the particular subject or course will not be required to obtain certification. In no event may the use of noncertified lecturers exceed twenty percent (20%) of the one thousand fifty-nine (1059) hour course.
- 5.4 Limitation on Hours of Instruction
  - 5.4.1 No single instructor shall deliver more than thirty percent (30%) of the total contact hours of a mandatory basic training curriculum (see Missouri Code of State regulations, 11 CSR 75-14.050 Minimum Standards for a Certified Basic Training Course).
- 5.5 Evaluation of Instructors:
  - 5.5.1 Each new instructor shall be evaluated by the Academy Director or Training Unit

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Supervisor. Documentation of the monitoring and evaluation of instructors shall be kept in the master files of the Training Center.

- 5.5.2 Records which indicate the name of certified instructor(s), course subject(s) taught, the time length of the course subject(s) taught, the date(s) when the course subject was taught, and the total number of hours in any basic training course taught by each instructor shall be kept in each basic training course file.
- 5.5.3 Certified instructors may be evaluated by POST staff at any time they are teaching a basic training course. Instructors will be evaluated on their presentation, knowledge of the subject matter, and for properly following certified objectives and lesson plans.
- 5.5.4 If the training center director receives from a student, staff, or any source, complaints or negative criticism regarding an instructor, the director shall keep written records of such complaints, and will document what action or response was made in regard to the complaints or criticism. If the action or response results in the discipline, suspension or dismissal of an instructor, the training center director shall notify POST within thirty (30) days.

### **5.6 Classroom Protocol**

- 5.6.1 Lecture classes will generally begin on the hour and will last for 50 minutes. The students will be given a 10 minute break.
- 5.6.2 Courses that require practical applications or “hands on” type of activity shall have the proper student to teacher ratio to ensure that the instructor(s) can adequately monitor the students.
- 5.6.3 The instructor is in charge of the classroom during the block of time they are assigned to instruct.
- 5.6.4 Students will be in their seats when the class starts and will refrain from creating any disruptive behavior.
- 5.6.5 Students will not sit on any table nor will they place their feet on the tables or chairs.
- 5.6.6 Tobacco use, of any form, is not allowed inside municipal buildings or within the Municipal Government complex.
- 5.6.7 Cellular phones are not permitted in the building. Calls may be made during breaks.
- 5.6.8 DPS rules and regulations require that Police Academy students attend at least 95% of all basic academy instruction hours in order to satisfactorily complete the course.

### **5.7 Instructor Role and Responsibilities**

- 5.7.1 The instructor is a very important part of the learning process. In order to fulfill this obligation, there are several steps an instructor should complete prior to and during the presentation:
  - 5.7.1(a) Reviewing lesson plans, training aids, handouts, etc. prior to class.

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- 5.7.1(b) Ensure that the instructor shows up for class during the scheduled time.
- 5.7.1(c) Checking all audiovisual equipment prior to the beginning of class to ensure that it is functioning properly.
- 5.7.1(d) When the class session is over, have the classroom in an orderly fashion for the next instructor. Examples include erasing marker board, putting up training aids used, etc.
- 5.7.1(e) The last instructor of the day should ensure the students turn off coffeepots, push chairs under the tables, properly dispose of trash, etc.
- 5.7.1(f) Take attendance of students in class.
- 5.7.1(g) Complete the Training Activity Report when required.
- 5.7.2 The instructor for any class shall have the authority to:
  - 5.7.2(a) Address any discipline problems.
  - 5.7.2(b) Require remedial training for any personnel.
  - 5.7.2(c) Dismiss any student from training due to horseplay, safety violations, disruptive behavior, failure to train properly or other activities that distracts from the class.
- 5.8 Guest Lecture Log for Academy Classes
  - 5.8.1 The DPS rules and regulations require that the Training Unit-maintains a complete guest lecturer utilization file for each guest lecturer. This file must contain:
    - 5.8.1(a) Dates when the guest lecturer provided training.
    - 5.8.1(b) What topics the guest delivered.
    - 5.8.1(c) During which training courses instruction was delivered.
    - 5.8.1(d) How many hours of training for each topic were delivered by the guest lecturer.
  - 5.8.2 The following information deals with the use of guest lecturers in academy training.
    - 5.8.2(a) A guest lecturer must be in the accompaniment of a certified instructor.
      - 5.8.2(a.1) If a certified instructor is not in the room when a guest lecturer is teaching, the following information must be on file in the "Guest Lecture File" for each guest:
        - 5.8.2(a.1.1) Any education, specialized training and experience the guest has in the subject area being taught.
        - 5.8.2(a.1.2) A complete lesson plan used by the guest in the class.
        - 5.8.2(a.1.3) Documentation of the Academy Director's approval or a completed POST instructor evaluation form for the guest lecturer.
- 5.9 Examinations
  - 5.9.1 Academy examinations are composed from test questions located within the lesson plans. It is the responsibility of the instructor of a class to notify the Academy

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Coordinator, which test questions can or cannot be used.

- 5.9.2 The examination must be completed at least one week prior to the test date. This will allow adequate time for word processing and review by the Training Unit Supervisor prior to the administering of the test.
- 5.9.3 Test questions need to be either True/False, multiple choice, or short answer variety for written examinations. If an instructor wishes to have a separate exam covering an individual class, the exam may be formatted and graded by the instructor.
- 5.9.4 The test questions or practical demonstrations will be based directly upon the objectives stated in the lesson plan.
- 5.9.5 The written test questions will conform to the rules of proper test construction. These rules are:
  - 5.9.5(a) Write the item about an important on the job situation.
  - 5.9.5(b) Avoid controversial material.
  - 5.9.5(c) Have one central problem in each item that is clearly and accurately stated.
  - 5.9.5(d) Write the item as clearly as possible in the working language of the job.
  - 5.9.5(e) Each item must have one, and only one, correct answer.
  - 5.9.5(f) Negative items should be avoided.
  - 5.9.5(g) Put just the right amount of information in the stem to state the central problem.
  - 5.9.5(h) Good test items should not be too hard or too easy.
  - 5.9.5(i) Distracters must be plausible.
  - 5.9.5(j) Distracters must fit the stem grammatically.
  - 5.9.5(k) Distracters must be parallel in form and idea.
  - 5.9.5(l) Avoid giving a clue to the correct answer.
  - 5.9.5(m) All documentation relevant to each item written must be provided.
  - 5.9.5(n) All items written must be reviewed for content and format.
- 5.9.6 Two test questions should be developed for each objective of the class.
- 5.9.7 Academy students will comply with all academic requirements established by POST and the Springfield Police Academy, in order to complete the training program. These requirements include:
  - 5.9.7(a) Maintaining a minimum of 70% on all examinations.
    - 5.9.7(a.1) If a recruit fails an examination, the recruit shall be tested over the same material one additional time. All retests will be taken on the recruit's own time. If the recruit successfully passes the retest, the final grade will be entered as 70%, regardless of the score on the second test. If the retest is failed, then the original exam score will be entered as the final score for the recruit. Failure to pass a re-test will result in dismissal from the Academy.

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- 5.9.7(b) Some testing requirements may exceed the 70% minimum passing. Recruits will be informed of this higher standard prior to administering the test.
- 5.9.8 Examination Administration
  - 5.9.8(a) A member of the Training Section will administer all tests with the exception of the POST exam. A POST approved proctor will administer the POST exam.
  - 5.9.8(b) Unless authorized by the administrator of the exam, no handouts, notes, books, manuals or other material will be available to the recruit to use.
  - 5.9.8(c) Exams should be given during the first instructional hour of the day.
  - 5.9.8(d) Any recruit caught cheating, in any form, on an examination will be grounds for dismissal from the Academy.
- 5.9.9 Examination Review – After the recruits complete the exam, a frequency-missed analysis shall be completed. Any question missed by half of the class will be examined for validity. The top three scorers, including ties, will be looked at for each question meeting these qualifications. If two of the top three scorers missed the question, then all recruits who missed it will be given credit for that question. If this occurs, the Academy Coordinator will do the following:
  - 5.9.9(a) Notify each instructor whose question was missed by half of the class of this problem.
  - 5.9.9(b) If the question was “kicked”, then the instructor submitting the question will do at least one of the following:
    - 5.9.9(b.1) Reword the question and resubmit it to the Training Section.
    - 5.9.9(b.2) Replace the question with another question that covers the same objective.
    - 5.9.9(b.3) Let the question remain and the instructor will have additional emphasis on this particular objective during class.
  - 5.9.9(c) Results of the examination will be made available to the recruits by the next class day, if not sooner.
- 5.9.10 Recruits must pass the final examination to successfully complete the Police Academy.
- 5.9.11 Recruits may review their test scores on any and all examinations, by contacting the Training Unit Supervisor.
- 5.10 The following information must be sent to DPS within 10 days following the end of any academy course:
  - 5.10.1 Course summary for each student
  - 5.10.2 Copy of academy certificate
  - 5.10.3 Copy of attendance record
  - 5.10.4 The Training Section will need the Recruit’s I-1 form and accompanying paperwork sent to DPS at least 35 days prior to graduation date. This includes:

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- 5.10.4(a) The Missouri Peace Officer License Application
  - 5.10.4(b) The Missouri Peace Officer License Legal Questionnaire
  - 5.10.4(c) A copy of the applicant's birth certificate
  - 5.10.4(d) A copy of the applicant's high school diploma or equivalent.
  - 5.10.4(e) A copy of US Citizenship.
  - 5.10.4(f) Fingerprint card with results from Missouri Highway Patrol records check.
  - 5.10.4(g) Results from the FBI fingerprint check.
  - 5.10.4(h) If a female has a name change, have a copy of the marriage license.
- 5.11 Prior to graduation date, DPS will send to the Academy Director the recruits State Certification. This certification will be distributed to the recruits who successfully complete the course in the following manner:
- 5.11.1 Springfield Recruit Officers – The original certificate will be given to the officer at graduation. One copy will be kept in the Training Section in the officers' training file and one copy will be kept in the Chief's office in the officers' personnel file.
- 5.12 Other Department of Public Safety Notification Requirements
- 5.12.1 Prior to the beginning of each calendar year, the Academy Director must send to POST a schedule of all academy courses planned for the next calendar year. This will include the beginning and ending dates.
  - 5.12.2 Once a schedule has been completed for any academy course, a copy of the schedule must be sent to POST for their file.
  - 5.12.3 Any changes with the academy must be sent to POST. This includes:
    - 5.12.3(a) Course beginning and ending date
    - 5.12.3(b) Courses that have been added or deleted.
    - 5.12.3(c) Change of personnel in the academy.
    - 5.12.3(d) Change of the academy's location or substantial structure changes.
    - 5.12.3(e) Notification of any academy student who drops or is dismissed from the academy.
- 5.13 United States Department of Labor Apprenticeship Program
- 5.13.1 Each probationary officer of the City of Springfield will be involved with this program.
  - 5.13.2 In the event that a probationary officer leaves the academy or leaves employment with the City during the term of the apprenticeship program, the area U. S. Department of Labor representative must be informed of this fact.
  - 5.13.3 Upon the successful completion of the apprenticeship program, the area U. S. Department of Labor representative must be informed so those records will reflect that the probationary officer satisfactorily completed the program.
  - 5.13.4 It is the Administrative Assistant's responsibility to ensure that this is completed.



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5.13.5 The Labor Standards for the Registration of Apprenticeship Programs regulations booklet (Title 29, CFR Part 29) is available on the U.S. Department of Labor, Employment and Training Administration website.

### 5.14 Veterans Administration Benefits

5.14.1 If a probationary officer is a veteran of the U. S. Military and is eligible to receive V. A. educational benefits, the probationary officer will obtain the proper forms from the V. A. office. These forms will then be completed and a file started for the Probationary Officer. The Administrative Assistant will be responsible for this program.

### 5.15 Special Provisions for Springfield Recruit Officers

5.15.1 When a new employee is hired by the City as a peace officer, the employee will be paid at a salary set by Human Resources.

5.15.2 During the academy, the recruit officer will be required to spend a minimum of forty (40) hours on the weekend in police observation. The various areas will include Patrol, Communications, and Local Geography. This will provide the recruits an opportunity to observe field situations to supplement their classroom courses.

5.15.3 The Police Academy class will be responsible for designing and purchasing a class guide-on. The Academy has forty-five (45) calendar days to design and purchase their guide-on. The class will be responsible for the security of the guide-on from the first day of class until the guide-on is retired on graduation night.

5.15.3(a) After the Police Academy is completed, one side of the guide-on will be framed and placed on the wall in the Academy.

5.15.3(b) The Physical Fitness Coordinator is responsible for the framing and mounting of the guide on.

## 6 CONTINUING EDUCATION

6.1 Police employees assigned to sections or units of the department that are not specifically included in the scheduled curriculum may attend any of the scheduled courses, with their supervisor's approval.

6.2 Student attendance and attention is very important for learning to take place. The following guidelines are necessary to accomplish this task:

6.2.1 Students will not be late for class or take excessive breaks. In order to receive DPS continuing education credit, the student must attend 100% of the class. Any absence of the class the student will not receive DPS credit.

6.2.1(a) To ensure that all personnel attend 100% of the class, all students shall sign the [Training Activity Report \(TAR\)](#). When the class is to start, the TAR will be collected and turned in to the Training Unit Supervisor. If a student enters the class late after the TAR has been turned in, they will not receive any credit for class, outside of exigent circumstances as individually reviewed by the Training Unit Supervisor. The employee will make up the missed

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- portion during break time or after the training date is complete at the discretion of the lead instructor.
- 6.2.2 Students will not be involved in any disruptive behavior during the class. Examples include talking, laughing, reading outside material, horseplay, etc.
  - 6.2.3 Students and instructors will refrain from:
    - 6.2.3(a) Using any tobacco products in the buildings or on the grounds of the Municipal Government complex.
    - 6.2.3(b) Sitting on tables.
    - 6.2.3(c) Putting their feet on tables or chairs.
    - 6.2.3(d) Cellular phone use is not permitted in class.
    - 6.2.3(e) If a student or instructor's supervisor needs to immediately contact the student or instructor, the supervisor should call the Training Section and one of the staff members will call the person out of class.
    - 6.2.3(f) The only other time a student or instructor will be called out of class would be due to an emergency.
  - 6.2.4 Lecture classes will generally begin on the hour and will last for 50 minutes. The students will be given a 10-minute break.
  - 6.2.5 The instructor is in charge of the class while instructing. The instructor has the authority to dismiss a student from class, regardless of rank, for any violation of this section.
- 6.3 All training from either inside or outside of the department must be documented. This is accomplished by completing the Training Activity Report ([SPD Form # 94-SP-0157](#)). The responsibility for this is as follows:
- 6.3.1 If the instructor is a police department employee, the instructor will be supplied with these forms and will turn them in to the Training Section before class begins.
  - 6.3.2 If the training program is sponsored by the Training Section and the instructor is from outside the department, a member of the Training Section will be responsible for the completion of the Training Activity Report (TAR).
  - 6.3.3 If an employee goes to a training program outside the department: I.E. University of Missouri, MSHP Academy, etc., the employee will be responsible for forwarding the completed TAR and a copy of the transcript or certificate to Training.
    - 6.3.3(a) An employee who attends a training program outside of the department must complete the TAR. No credit can be given to the employee if a copy of the certificate only is forwarded to the Training Section. It is necessary to have additional information that is not on the certificate for a complete record.
  - 6.3.4 The Training Unit Supervisor will review all TAR's forwarded to the Training Section for approval for the students to receive DPS credit.
  - 6.3.5 The TAR is available in the SPD Forms folder located in the "N" drive, under

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### Department Wide Forms.

#### 6.4 Lesson Plans

6.4.1 When an instructor is notified that they will be teaching an in service course in the continuing education curriculum, that instructor is responsible of providing a complete lesson plan to the Training Section. Every class presented must be taught from an approved lesson plan. This is an essential part of the teaching process to:

6.4.1(a) Ensure that each group receives the same information during each training session for consistency.

6.4.1(b) To have the lesson plan on file for future reference, i.e. Internal Affairs request, court case, etc.

6.4.1(c) To have available for DPS audit for credit of a continuing education class.

6.4.2 All lesson plans will be completed 30 days prior to the scheduled date of the course.

6.4.2(a) Each lesson plan must be reviewed by the Training Unit Supervisor 10 days prior to the scheduled date of the course to ensure they are in compliance with DPS requirements.

6.4.3 The continuing education lesson plans are kept in the in-service file cabinet. The lesson plans are filed by quarter. After the quarter of training is completed, the lesson plan is moved to the "Past" in service training file. This lesson plan will remain on file for 75 years after last date of instruction.

6.4.4 Instructors must follow the approved lesson plan when instructing. Any changes in the lesson plan must be presented to the Training Unit Supervisor at least ten day prior to the class for review and approval. The Training Section staff will assist any instructor with the development of the lesson plan by supplying:

6.4.4(a) Technical assistance or guidance on proper format and development.

6.4.4(b) Necessary equipment and supplies for training aids, handouts, etc.

6.4.4(c) Proper equipment to allow the instructor to adequately present the class, such as audiovisual equipment, classroom, props, etc.

6.5 The continuing education instructor's role and responsibilities are the same as the academy instructor's.

6.6 Continuing Education Instructors must have on file with the POST approved provider the following information:

6.6.1 The instructor's expertise and experience in the subject area, with three references. This file shall also include any certificate for the area of instruction, resume, copy of high school or college diploma and the instructor record form.

6.6.2 Course outline and objectives.

6.6.3 Detailed and completed lesson plan and source documents.

6.6.4 Evaluation plan for successful completion of the course.

6.6.5 These items must be to the Training Unit no later than 100 working days prior to the course. The Training Unit must notify DPS at least 90 days in advance of the

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topics being taught.

### **6.7 Examination**

- 6.7.1 When practical, a form of evaluation needs to be completed at the end of the training program. This can be in written, practical hands on, role-play or by some other means. The results of this evaluation are to be recorded on the TAR for computer entry. This can either be a numerical score or pass/fail.
- 6.7.2 Personnel must successfully pass all written examinations. A minimum passing score is 70% in most cases but can be higher in specific classes.
- 6.7.3 During firearms training personnel must successfully pass all qualification courses. If appropriate, these courses can be a pass/fail type otherwise, personnel must pass each component of firearms training with a minimum score of 70%.
- 6.7.4 All other skill performance testing will be judged on a pass/fail basis using a structured evaluation device. Each student will be required to successfully pass each skill performance.

### **6.8 Remedial Training**

- 6.8.1 If an employee does not satisfactorily complete a class, the instructor has the authority to require the employee to return for the class again. The immediate supervisor of the employee will be immediately notified of the situation. The employee's immediate supervisor will be responsible for recommending to their supervisor the duty status of the employee until the training is satisfactorily completed. If the student fails to attend remedial training, then an IDC will be written by the instructor on the particulars of the situation. This IDC will be forwarded to the employee's bureau Commander for disposition.
- 6.8.2 An employee may be directed for remedial training due to the employee's job performance. If this is necessary, the employee's supervisor will contact the Professional Development Coordinator for any assistance and options available to fulfill this need. This would also apply to IIAU personnel determining a need for such training.

### **6.9 Training Records (CALEA 33.1.6)**

- 6.9.1 Training Records are vital to the police organization to document Academy and Continuation education.
- 6.9.2 Police Academy records are to be kept in compliance with all of the DPS regulations.
  - 6.9.2(a) At the completion of an academy, the Administrative Assistant will enter the academy curriculum into the instructor utilization computer file.
- 6.9.3 Continuing Education records will be kept in compliance with any DPS regulations.
  - 6.9.3(a) Upon completion of a class, the completed TAR will be forwarded to the Training Section.

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- 6.9.3(b) The Administrative Assistant is responsible for the entry of this information into the computerized training record file.
- 6.9.3(c) The original TAR will be filed by date of class. This will allow for a cross reference of courses submitted for entry. This TAR includes the course name, the names of the students in the class and documentation of any performance test and date of the course.
- 6.9.3(d) Only Training Section Staff will be authorized to enter courses into an employee's training record.

#### 6.10 Training Bulletins

- 6.10.1 The Training Section will periodically produce training bulletins to be distributed to employees on various topics, such as new laws, recent court decisions that have a significant impact on law enforcement, etc.
- 6.10.2 The Training Unit Supervisor or a Training Officer assigned to research the topic is responsible for the production of these bulletins.
- 6.10.3 A file will be kept with each year's bulletins to show the number assigned to the bulletin and which bulletins have been distributed.
- 6.10.4 The Training Bulletin will be sent electronically by e-mail and a copy posted in the "Electronic Briefing" Folder for Training Bulletins.
- 6.10.5 Once the bulletin is distributed, any source document information will be attached to the original bulletin. This will be a reference in case there are any questions that arise as to the validity of any bulletin. The original bulletin and source information will be filed together by the year of issue.
- 6.10.6 Each employee (sworn or non-sworn) that would have a need for the information included in the Training Bulletin will receive their own electronic copy of the bulletin.

#### 6.11 Required Attendance

- 6.11.1 All officers must attend all DPS required continuing education courses.
- 6.11.2 Departmental Requirements: The Commander of each bureau of the department determines the courses and the number of hours required for the personnel assigned to their bureau yearly.
  - 6.11.2(a) It is the employee's responsibility to attend all required training. Students must attend a minimum of 100% of the class to be credited as attending. Any less will require the student to make up the class at another time when the class is regularly scheduled.
  - 6.11.2(b) It is the employee's immediate supervisor's responsibility to ensure that the employee actually attends the training offered by the Section.
  - 6.11.2(c) If an employee is scheduled to be off during the normal training day, the employee's supervisor is responsible for rescheduling the employee at another time, either before or after the normal days(s), to ensure the employee receives the required training.

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- 6.11.2(d) The various courses offered during each quarter's training are presented throughout the quarter and often enough to allow for ample opportunity for employees to attend. Make-up classes may not be feasible due to teaching obligations and will be at the discretion of the Training Section Commander.
- 6.11.3 Officers who do not attend and satisfactorily complete all DPS required courses will be reported to POST. All procedures for non-compliance with POST regulations will be followed.
- 6.11.3(a) See [SOG 412.1 – Training Function requirements](#).
- 6.11.4 DPS regulations require that all officers must have a minimum of 24 hours of training each year, with at least 8 hours coming from an "Approved Provider" of training.
  - 6.11.4(a) Of the 24 hours, officers must obtain a minimum of:
    - 6.11.4(a.1) 2 hours in Legal Studies;
    - 6.11.4(a.2) 2 hours in Technical Studies;
    - 6.11.4(a.3) 2 hours in Interpersonal Perspectives;
    - 6.11.4(a.4) 2 hours of Skill Develop in the area of firearms;
    - 6.11.4(a.5) 16 hours of Electives (in any of the above-listed core curricula areas).
  - 6.11.4(b) As part of the 24 hours of required training (not in addition to it), the following topics have to be covered and will fit within one of the core curricula areas (Legal, Technical, Interpersonal, or Skill):
    - 6.11.4(b.1) 2 hours of officer well-being including mental health awareness;
    - 6.11.4(b.2) 2 hours of tactical training to include crisis management, critical thinking, social intelligence, and de-escalation techniques;
    - 6.11.4(b.3) 2 hours of handling persons with mental health and cognitive impairment issues;
    - 6.11.4(b.4) 2 hours on fair and impartial policing practices including implicit bias recognition;
    - 6.11.4(b.5) 1 hour of racial profiling training.
      - 6.11.4(b.5.1) If formatted properly, racial profiling could fit within the required "fair and impartial policing practices" training portion.
- 6.11.5 The department requires a much higher standard of continuing education for its officers than the DPS requirement. All officers are required to attend all training each year. All personnel shall receive annual retraining consistent with POST, CALEA, and SOG requirements.
- 6.12 Continuing Education for non-department peace officers. The Springfield Police Training Center is a state certified training academy. It is the academy's responsibility to provide basic and continuing education to peace officers in this region. The following

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are the procedures for non-departmental peace officers to attend continuing education programs at the Springfield Police Academy.

- 6.12.1 Once the yearly curriculum is developed, the Training Section will send a copy to the local county and municipal agencies.
- 6.12.2 Only certified, commissioned officers from these agencies may register to attend one of the classes by completing the registration form for each class and sending the form to the Training Unit.
  - 6.12.2(a) Class size will depend upon the topic being presented and instructor availability.
  - 6.12.2(b) Springfield personnel will be given first priority to available seats.
  - 6.12.2(c) Typically, firearms training is reserved for commissioned Springfield Officers. However, at the discretion of the Chief of Police, outside agency personnel (including certified retired and non-certified retired peace officers) may be allowed to attend specified courses.
- 6.12.3 The appropriate fee will be paid by either the agency or the peace officer attending.
  - 6.12.3(a) This fee is to compensate for handout materials, instructor time, other equipment needed for the class, etc. and is determined by Finance after receiving information from Training.
  - 6.12.3(b) The fees will be determined by the needs of each specific course, due to the course requirements.
- 6.12.4 At the end of each training session, the Training Section will send training certificates to participants from other agencies.
- 6.13 Specialized Courses
  - 6.13.1 The Training Section will provide various special courses to police personnel as the need arises. These courses will include: Major Crime Investigator School, Firearms Instructor School, various seminars of special interest, etc.
  - 6.13.2 The Training Section will also host various schools in order to reduce the department cost for training of police personnel. These schools will include: Defensive Tactics courses, Firearms Armorers schools, various instructor schools, etc.
  - 6.13.3 If an employee wishes to attend a special course, the employee will submit a request to their chain of command for approval. If approved, the request is then forwarded to the Training Section and the officer's name will be placed on the list for that particular course pending a seating decision.
- 6.14 Non-sworn personnel training
  - 6.14.1 New employees shall receive information on the following:
    - 6.14.1(a) The agency's role, purpose, goal, policies and procedures.
    - 6.14.1(b) Working conditions and regulations.
    - 6.14.1(c) Responsibilities and rights of employees.

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- 6.14.1(d) Any other type of training necessary for the new employee to better function in their position.
- 6.14.2 The new employee's supervisor is responsible for providing this training by utilizing departmental, non-departmental or the City of Springfield resources.
- 6.14.3 Continuing education training for non-sworn personnel will be determined by the Commander of the appropriate bureau on a yearly basis.

## 7 FIREARMS TRAINING

- 7.1 The objective of the Firearms Training Staff is to develop law enforcement students into safe and competent gun handlers. It is the student's responsibility to conduct themselves in a mature manner and use common sense in safe handling procedures with handguns, shotguns, and other firearms. The following range rules and firearms safety standards will be adhered to by everyone engaged in firearms training. An item not clearly understood should be brought to the attention of an instructor for further explanation. Infractions of, or disregard for firearms safety will be dealt with promptly and firmly by firearms training staff. Your signature on the safety form, Weapons Training Facility – Range Safety Rules ([SPD Form #11-SP-0615](#)) signifies that you have received, read, and understand these rules and regulations.
- 7.2 Safety Rules and Regulations
  - 7.2.1 Firearms training staff/firearms instructors shall ensure that all firearms training participants are familiar with the following safety rules.
  - 7.2.2 Each time a weapon is picked up for any purpose, point the weapon in a safe direction, open the action, and visually and physically check the chamber and magazine well/cylinder twice to ensure it is unloaded. Consider a weapon as loaded until you have inspected it and proven otherwise.
    - 7.2.2(a) A "safe direction" at the range is down at the ground or "down range" toward the unoccupied target area. Otherwise, a "safe direction" is the direction in which only minor property damage and no physical injury would occur if an unintentional discharge occurred.
  - 7.2.3 Never give or accept a weapon unless the action is open and the safety on, unless directed to do so by the line instructor.
  - 7.2.4 Firearms not in use will be:
    - 7.2.4(a) Handguns - holstered with actions open, unless instructor states different or cylinders/actions open, safety on and benched.
    - 7.2.4(b) Shotguns - when carried actions open, safety on and muzzle up or down. When benched actions open, safety on, port side up.
    - 7.2.4(c) Rifles or Automatic weapons - when carried actions open, safety on muzzle up or down. When benched actions open, safety on, port side up.
  - 7.2.5 When handling firearms, the index finger will remain outside the trigger guard and on the frame unless you are on target and are firing or are preparing to fire.



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- 7.2.6 Do not load a firearm until the command is given. NEVER anticipate a command.
- 7.2.7 The muzzles of all weapons will be pointed in a safe direction at all times. BE MUZZLE AWARE and remember the LASER RULE.
- 7.2.8 Do not handle a weapon on the firing line while there is someone down range. Dry firing is allowed only at the supervision of the instructor.
- 7.2.9 Talking is not allowed on the firing line unless it is a coach/shooter drill or student/instructor communication during a course.
- 7.2.10 Immediately notify the instructor if a firearm is dropped so the weapon can be checked before continuing the course.
- 7.2.11 Do not use tobacco, eat or drink on the firing line.
- 7.2.12 Never bend over to retrieve dropped ammunition, speed loaders, magazines or any other item until the firearm is holstered or benched. Any article that requires leaving the line to recover shall be retrieved only after the line has been declared to be safe.
- 7.2.13 When the command is given to "MAKE YOUR WEAPON SAFE" the following will be conducted:
  - 7.2.13(a) Revolvers
    - 7.2.13(a.1) point in a safe direction
    - 7.2.13(a.2) open cylinder
    - 7.2.13(a.3) check chambers visually and physically twice
  - 7.2.13(b) Semi-automatic handguns
    - 7.2.13(b.1) point in a safe direction
    - 7.2.13(b.2) safety on (if applicable)
    - 7.2.13(b.3) remove the magazine
    - 7.2.13(b.4) rack the slide and lock rearward
    - 7.2.13(b.5) check the magazine well and the chamber twice visually and physically.
  - 7.2.13(c) Shotgun
    - 7.2.13(c.1) point in a safe direction
    - 7.2.13(c.2) safety on
    - 7.2.13(c.3) open action
    - 7.2.13(c.4) check the magazine and the chamber twice visually and physically.
  - 7.2.13(d) Rifles and automatics
    - 7.2.13(d.1) point in a safe direction
    - 7.2.13(d.2) safety on (if applicable)
    - 7.2.13(d.3) remove magazine (if applicable)
    - 7.2.13(d.4) open action
    - 7.2.13(d.5) check chamber twice visually and physically

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- 7.2.14 Anytime you observe an unsafe act, which could endanger someone, you have the responsibility to shout "CEASE FIRE", raise your non-shooting hand and report the incident to the instructor.
- 7.2.15 When being carried to and from the range building, the actions on all long guns will be open and all handguns will be holstered with the action locked open and all will be holstered.
- 7.2.16 Any injury sustained during range training, regardless of how minor, shall be immediately reported to the instructor.
- 7.2.17 It is mandatory for all students to wear eye and ear protection while engaged in live fire on the range. The same protection is required for all persons within the 100-yard line during any live fire activity. Eye protection must be worn by anyone who is outdoors at the range while any live firing is taking place. Caps and tight collared shirts are recommended to keep hot brass from making contact with the skin. Everyone down range is required to wear his/her body armor.
- 7.2.18 If during the firing process you hear a "POP" rather than a loud "BANG", keep the muzzle pointed down range and raise your non-shooting hand. Notify the instructor so the weapon can be checked for an obstruction in the barrel. If you are shooting a semi-auto and the weapon fails to fire (click instead of bang), conduct an immediate clearing drill.
- 7.2.19 All revolver shooting shall be conducted in the double action mode unless commanded otherwise. Procedures for safely decocking a revolver or a single action weapon are:
  - 7.2.19(a) Keep the weapon pointed down range.
  - 7.2.19(b) Make a fist with the free hand, place the thumb or small finger of the free hand between the hammer and the frame, keeping the fingers clinched.
  - 7.2.19(c) Place the thumb of the gripping hand over the spur of the hammer and move the trigger slowly to the rear. As soon as the hammer is released, remove the finger from the trigger guard and allow the hammer to move forward as the thumb or small finger of the free hand is slipped out from between the hammer and the frame.
- 7.2.20 When you are commanded to step up to the firing line remain there unless told to do otherwise. Never leave the firing line unless commanded or authorized to do so by the instructor. Do not anticipate a command.
- 7.2.21 No training participants may bring loaded firearms into any range classroom. Magazines may be loaded while in the classroom but shall not be inserted into a weapon until the command to load is given on the firing line.
- 7.2.22 Listen to all instructions given. If you do not understand an instruction raise your non-shooting hand and get clarification.
- 7.2.23 Strict safety discipline must be maintained of all firearms at the range. Depending on the severity of the violation one or more of three disciplinary actions will be taken and documented.

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- 7.2.23(a) A general reminder will be given.
  - 7.2.23(b) A specific reminder will be given.
  - 7.2.23(c) The violator will be told to leave the range.
  - 7.2.24 In case of medical needs, bandages, first aid supplies and a trauma kit are available in the main range building. A phone is available for calling 911 for emergency aid. The address of the range is: 4100 N. Farmer.
  - 7.2.25 During night and low-light courses of fire the instructor may not be able to see a raised hand. You must shout out if you have a problem.
  - 7.2.26 Upon arrival at the range, all weapons shall be unloaded in a designated safe area. Magazines may remain loaded but must be removed from weapons. Before leaving the range weapons may be loaded in a designated safe area.
  - 7.2.27 To prevent lead contamination do not pick up brass by placing it in a cap. Wash hands after cleaning weapons and after picking up brass.
  - 7.2.28 Prior to taking part in any firearms training at the range, all non-SPD personnel shall read and sign a Weapons Training Facility – Participant and Release of Liability and Assumption of Risk Agreement ([SPD Form #10-SP-0602](#)).
  - 7.2.29 No one shall be permitted to stand on the shooting house balcony while live fire activities are taking place in the shooting house without instructor approval.
  - 7.2.30 All weapons shall be "made safe" when leaving the firing line after each course of fire and inspected by a firearms instructor.
- 7.3 General Range Information
- 7.3.1 Weapons
    - 7.3.1(a) All weapons left in any unoccupied range building shall be secured in a locked container or the building shall be locked.
    - 7.3.1(b) Designated safe areas for loading and unloading firearms are facing down range or using the clearing tubes located by the range building.
    - 7.3.1(c) Students should clean and inspect all weapons before leaving the range. Any problems with weapons should be brought to the attention of the armorer for immediate repair.
    - 7.3.1(d) The Firearms Training Officer or Firearms Instructor may conduct random inspections of firearms.
    - 7.3.1(e) The only weapons that may be stored overnight at the range are Department-owned firearms and employee owned firearms that are at the range for repair purposes or weapons used for Academy related training.
    - 7.3.1(f) No personally-owned, fully-automatic weapons shall be stored at the range for any reason. No department-owned fully-automatic firearms may be stored at the range without the permission of the Training Section Commander.
  - 7.3.2 Leather Gear
    - 7.3.2(a) Department-approved duty leather should be worn by UOB personnel for

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all duty qualification courses of fire unless range gear is specifically authorized by the instructor.

- 7.3.2(b) Courses of fire involving off-duty and/or back-up handguns should be completed with the type of gear in which the weapon is normally carried.

### 7.3.3 Weapon Cleaning Areas

- 7.3.3(a) Return cleaning supplies to the designated areas after cleaning firearms. Students are responsible for cleaning up the area after cleaning weapons.
- 7.3.3(b) Bore brushes are to be used only in bores and cylinder chambers and not to scrub other weapon surfaces.
- 7.3.3(c) Eye protection shall be worn when disassembling, cleaning weapons or using compressed air.

### 7.3.4 Facilities and Equipment

- 7.3.4(a) All personal property is left in range classrooms at the owner's risk.
- 7.3.4(b) All visitors to the range other than students must check in with the range staff. All down range observers shall wear protective equipment
- 7.3.4(c) Students are responsible for cleaning all work areas before leaving.
- 7.3.4(d) The range telephones, fax machine, computers and copier are for business use only.
- 7.3.4(e) The rest room facilities are coed, knock before entering. Notify the instructor if the rest room is not in order.
- 7.3.4(f) Tobacco use of any kind is not permitted in any range building. Place all extinguished smoking materials in an appropriate container.
- 7.3.4(g) Drinking and eating are allowed in the classrooms Students shall properly dispose of all associated trash. Place aluminum cans in the appropriate container.
- 7.3.4(h) At the end of each range session all ammo containers, brass and other debris shall be removed from the range grounds.
- 7.3.4(i) The instructor shall issue all range, duty and off-duty ammo. SPD personnel who carry semi-auto handguns shall be issued the number of duty rounds needed to fill three magazines plus one round. The number of rounds needed to fill the number of magazines, up to three magazines, shall be issued for off-duty semi-auto handguns. Those who carry revolvers on- or off-duty shall be issued 18 rounds of duty ammo for six-shot revolvers and 15 rounds for five-shot revolvers.
- 7.3.4(j) Routinely, personnel will only be issued range ammunition sufficient to qualify with only one duty, one off-duty and one backup firearm per year.
- 7.3.4(k) Any broken equipment shall be reported to a Firearms Training Officer.
- 7.3.4(l) ANY NON-ISSUED EQUIPMENT THAT IS REMOVED FROM THE RANGE SHALL BE SIGNED-OUT BY A FIREARMS TRAINING OFFICER.

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### 7.4 Instructor Duties

- 7.4.1 Set up classroom and make sure supplies for class are ready (overhead, handouts, firearms, forms).
- 7.4.2 For live fire courses make sure ammo and targets are available.
- 7.4.3 Provide a Training Activity Report for students to sign. Ensure other forms are available.
- 7.4.4 Ensure that the PA system is working.
- 7.4.5 Ensure that a sufficient supply of eye and ear protection is available.
- 7.4.6 Check rest room for sufficient supplies and cleanliness.
- 7.4.7 Ensure that students are told to sign the TAR and to record appropriate information on other forms.
- 7.4.8 Cover courses of fire that will be conducted.
- 7.4.9 Cover all safety rules pertaining to the courses of fire.
- 7.4.10 Explain what targets are to be used and how to attach them to the target stands.
- 7.4.11 Prior to leaving the classroom for a course of fire, remind all students to take the necessary equipment with them (i.e. eye/ear protection, ammo, weapons, etc.).
- 7.4.12 During the training day keep ammo and targets replenished.
- 7.4.13 Observe for safety violations and take appropriate action immediately.
- 7.4.14 Observe for proper techniques and assist when needed.
- 7.4.15 The instructors shall verify that the students have entered the correct weapon serial number for the qualification courses.
- 7.4.16 At the end of the day's events make sure that all trash and brass are removed from the grounds. Ensure that used targets and cardboard are removed and placed in the trash dumpster.
- 7.4.17 Ensure that all students have properly entered all scores and other information. Make note of any injuries that occurred.
- 7.4.18 Make sure all classrooms are cleaned of trash and that all trash cans have been emptied at the end of the day.
- 7.4.19 If requested to do so by a student, inspect firearms to make sure they are clean and function properly after the students have completed cleaning them.
- 7.4.20 During range training exercises no ammunition shall be accessible to any of the participants unless it is issued by the range officer.
- 7.4.21 When preparing to leave the range for the day the instructor shall ensure that all firearms left at the range overnight are secured in a locked safe/vault. Also ensure that all windows and doors are secured and the alarm system is set and functioning properly. The instructor shall also secure the gate nearest the range if no personnel from other departments or agencies are present.

### 7.5 Weapon Repairs

- 7.5.1 Only department-approved personnel are allowed to repair department-owned

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weapons.

- 7.5.2 Department-approved armorers may complete function checks on personally-owned firearms if the firearm is used within the scope of the employee's work.
- 7.5.3 All firearm repairs shall be documented on an Armorer's Repair Record form. Documentation of all repairs shall be maintained in appropriate files.
- 7.5.4 No SPD personnel may make major repairs on any firearm at the range except on firearms owned by the department or department employees.
- 7.5.5 All non-SRT duty, off-duty and backup handguns and all shotguns shall be inspected annually by range personnel. All inspections shall be documented.
- 7.5.6 Range personnel shall maintain an accurate, up-to-date inventory of all Department firearms, except those assigned to SRT, used by employees in the scope of their employment.

#### 7.6 Range Usage

- 7.6.1 All range usage outside the quarterly in-service training must be approved by range personnel.
  - 7.6.1(a) Requests for use of the range must be made as far in advance of the event as possible.
  - 7.6.1(b) Requests for use of the range from other agencies must be authorized by the Chief of Police.
  - 7.6.1(c) All such use requests are required to assist with the scheduling of activities and for supplying needed ammunition, etc.
- 7.6.2 Individual SPD sworn personnel may make use of the range facility outside the normal training schedule with the approval of a range officer. Personnel may only fire weapons under the direction of a firearms training officer.
  - 7.6.2(a) Personnel must supply their own ammunition for range practice outside the normal training schedule.
  - 7.6.2(b) Personnel may use Department ammunition to fire a work-related firearm following repairs, while qualifying with a new firearm and during remedial training under the direction and authority of a range officer.
- 7.6.3 Non-SPD personnel may not participate in any live fire activities at the range without the approval of the Training Commander, the Investigations and Support Services Bureau Commander or the Chief of Police.
- 7.6.4 No one may be on the East side of the main handgun range while live fire activities are taking place on the combat course area. This area is located between the railroad tie walls and the east earth berm.

#### 7.7 Training Documentation

- 7.7.1 Firearms personnel are responsible for ensuring that all range training is properly documented and the training records are maintained.
- 7.7.2 Qualification Training
  - 7.7.2(a) Range qualification courses shall be established by the range officers with

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command approval.

7.7.2(b) Firearms proficiency requirements are contained in [SOG 304.5 – Training, Proficiency, and Use of Weapons](#).

7.7.2(c) When appropriate, firearms qualification courses of fire may be on a pass/fail basis (for example, shotgun skeet and trap shooting). Otherwise, a passing score is 70% in each component of a qualification course for academy and in-service personnel.

## 8 MISCELLANEOUS ADMINISTRATIVE PROCEDURES

### 8.1 Training Section Dress Code

8.1.1 Uniform of the day shall be the Regular Duty Uniform or Field Casual Uniform, see [SOG 304.6 – Police Uniforms and Appearance Regulations](#).

8.1.2 Training Section staff and assigned instructors may wear the Field Casual Uniform, see SOG 304.6 – Police Uniforms and Appearance Regulations with the following deviations:

8.1.2(a) Red baseball cap with "Springfield Police" sewn on the front in black thread for PT and Range use.

8.1.2(b) Approved red Range polo shirt (50/50 blend) with Police logo on front for instruction only.

8.1.2(c) Red 50/50 blend or 100% cotton T-shirt with instructor logo. (For defensive tactics or physical training only.)

8.1.2(d) The Training Unit supervisor, with proper justification (i.e. extreme weather conditions or special assignment requirements) may authorize the wearing of special clothing when the above is not practical.

### 8.2 Property Control

8.2.1 The Training Unit supervisor is responsible to ensure that an accurate, up-to-date inventory is available for all of the unit's equipment

8.2.2 Any property removed from the unit must be signed out in the equipment check out log.

### 8.3 Library Procedure, Book and Video

8.3.1 The various library items are available for any departmental personnel to use. The following checkout procedures apply.

8.3.1(a) All books are to be checked out for no more than two weeks at a time. The items may be rechecked out if needed for a longer period.

8.3.1(b) Videos need to be signed out by using the checkout 3X5 cards in the video library room. Videos must be returned within five days.

8.3.1(c) Books are checked out by the employee signing the card in the front of the book and placing it in the Training Officer's mailbox.

8.3.1(d) The National Institute of Justice reference material is not to be removed

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from Training without a Training Staff member signing out the particular documents in the equipment checkout log.

8.3.1(e) Books that are marked "Reference" are not to be taken out of the Training Section. These items are very expensive to replace and/or required source documents for POST lesson plans. Employees may use these items in Training but may not leave with them.

8.3.1(f) Law Enforcement Television Network videos. The videos taped off of LETN are copyrighted. They may be used by the Springfield Police Department in the various training programs (academy, continuing education, MCI, etc.) These tapes may not be loaned out to other departments for viewing unless that department is a current subscriber to LETN.

8.3.2 Other law enforcement personnel may check out videos or books so long as they follow the above guidelines.

### **8.4 Staff Meetings**

8.4.1 The Training Unit Supervisor will schedule periodic staff meetings so all members of the Section are aware of the various programs going on and to ensure instructor coverage for those programs.

8.4.2 The meetings will be scheduled to accommodate the other members work schedules in order to have as many attend the meetings as possible.

### **8.5 Certificates for Training Programs**

8.5.1 Programs that are presented by the Training Section and are at least 40 hours of instruction, an academy certificate for that program will be issued to the participants who successfully complete program. Examples include Instructor Development School, Major Crime Investigator School, etc.

8.5.2 Courses that qualify for DPS continuing education credit, the student's file will receive a certificate for each course satisfactorily completed.

### **8.6 Radio Number Assignments**

8.6.1 Radio number assignments for the Training Section are maintained and updated by the Uniform Operations Bureau Commander or designee. Radio Numbers for training unit members are as follows:

8.6.1(a) Training Section Commander (Lieutenant): 802

8.6.1(b) Training Section Supervisor (Sergeant): 810

8.6.1(c) Specialty Schools Coordinator (Corporal): 819

8.6.1(d) Range Coordinator: 829

8.6.1(e) Academy Coordinator: 811

8.6.1(f) Curriculum Coordinator: 812

8.6.1(g) Professional Development Coordinator: 813

8.6.1(h) Technical Skills Coordinator: 814



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- 8.6.1(i) Physical Fitness Coordinator: 815
- 8.6.1(j) Range Officer: 816
- 8.6.1(k) Resource Management Officer: 817
- 8.6.1(l) Volunteer Coordinator: 818

**IV Attachments**