
	<b>Florida State University Police Department</b>	
<b>General and In-Service Training</b>		
Revision Effective Date: 06/30/2020	<b>General Order 501</b>	Attachments: None
Rescinds/Amends: 501 (10/31/18), 501 (9/1/17), 14 (12/02/16), 14-14 (02/11/14)	Distribution: Department-Wide	CFA Reference: 10.01-10.16
	Pages: 9	

***Policy – General and In-Service Training***

**Training Division Established**

The Florida State University Police Department shall maintain a Training Section under the Support Services Division whose members shall be responsible for coordinating training, ensuring that all required training is conducted, and maintaining all applicable current training records.

***Procedures***

**A. Attendance, Conduct, and Dress Code [CFA 10.01]**

1. Members assigned to training courses shall be present and prepared to start training at the scheduled time and date, and with all required equipment and materials to complete the training.
2. Members experiencing a conflict between training and a court appearance shall inform their immediate supervisor as soon as the conflict becomes apparent. The supervisor shall notify the Training Division and reschedule the employee’s training.
3. In other circumstances, such as illness, where a Department member is unable to attend scheduled training, the member shall notify his or her immediate supervisor as soon as the member becomes aware that the training commitment cannot be met. The supervisor shall notify the Training Division of the reason for non-attendance and arrange for rescheduling.
4. Once assigned to attend a training course, attendance shall be mandatory unless excused by a supervisor, the Training Coordinator, or other designated Training Division employee. Failure to attend required training may result in disciplinary action consistent with University policy and Collective Bargaining contracts.
5. With the exception of defensive tactics, weapons, driving and other High Liability training, casual business attire shall be worn to all training. Exceptions to this policy shall be noted in the training notice for the specific class. Employee grooming standards as noted in the collective bargaining agreement and agency policy are applicable.
6. Members engaged in training shall conduct themselves in accordance with Department standards of conduct and General Orders.
7. Injuries shall be brought to the immediate attention of the course instructor and documented on the appropriate first report of injury forms.
8. Copies of all certificates received for training should be forwarded to the Training Division for inclusion in the employee’s training files.

**B. Lesson Plans [CFA 10.02]**

Each course administered by the Department shall have a lesson plan prepared, approved, and on file with the Training Section. The lesson plan shall be prepared [CFA 10.02D] to include, at a minimum, the following information:

1. A statement of student performance objectives [CFA 10.02A];
2. Training content [CFA 10.02B];
3. Instructional techniques (Lecture, demonstration, etc.) [CFA 10.02C]; and
4. Identification of evaluation methods (test documentation if used). [CFA 10.02F]

Each lesson plan shall be submitted, with copies of all requisite training materials, to the Training Coordinator prior to approval. Upon obtaining the Deputy Chief's or designee's approval, the lesson plan may be made available for instruction. [CFA 10.02E]

All lesson plans shall be maintained on file by the Training Section in accordance with Florida Statute.

Lesson plans shall be developed based on current job task analyses or position descriptions to ensure job-relatedness.

**C. In-Service Training [10.06]**

The Training Division shall maintain records for all in-service classes. [CFA 10.06] The record shall contain:

1. A summary of course content. [CFA 10.06A]
2. Names of all participants. [CFA 10.06B]
3. Performance of individual participants, if applicable to the instructional material. [CFA 10.06C]
4. The instructor(s) presenting or preparing the material. [CFA 10.06D]

**D. Web Based Training**

The Department has a web-based training system used to conduct in-service training.

1. The Training Division is responsible for uploading and maintaining class content.
2. Employees will be notified by the Training Division when applicable web-based training is available. It will be the responsibility of the employee to ensure the training is completed within the time frame provided by the Training Division. Employees failing to complete training within the provided time frame may be subject to disciplinary action.
3. Once initiating a web-based training class, employees may leave the computer and return to complete the class at a later time, if necessary.
4. The integrity of the web-based training quiz system shall be maintained, and the use of notes, study guides, or other materials to complete on-line quizzes shall be prohibited.
5. If an employee observes a critical time-sensitive retraining requirement on the web-based training server, the employee shall coordinate with the Training Division to ensure the requirement is satisfied, if applicable.
6. In addition to the notification sent by the Training Department, employees shall periodically log in to the web-based training server to ensure all applicable classes are completed in a timely manner.

7. Web-based training shall be considered in-service training, and all requirements of instructor qualification and lesson plans shall be extended to classes offered on the system.
8. Each web-based training class shall have a method provided to contact an instructor, should any questions arise during the training. The method of contact is not necessarily immediate, and a web-based training class can be ceased by an employee until such time as the question is resolved.

**E. Mandatory In-Service Training & Proficiency**

1. Each member of the Department authorized to carry weapons shall receive the following in-service training and/or demonstrate proficiency, if applicable:
  - a. Annual demonstration of proficiency with firearms authorized to carry [CFA 10.10A]
  - b. Annual response to resistance training & use of force training (meeting the guidelines in Rule 11B-27) [CFA 10.10B]
  - c. Annual Taser training [CFA 10.10C]
  - d. Biennial less-lethal weapons training (for weapons other than taser) [CFA 10.10D]
  - e. Any mandatory retraining required by CJSTC Rule 11B-27, at the intervals required by the Rule.
  - f. Periodic legal updates training, as necessary.
2. All sworn members and other members “reasonably anticipated” as being subject to occupational exposure shall receive initial and annual refresher training in Infectious Disease/Bloodborne Pathogen Training. [CFA 29.02] (See General Order 315 – Exposure Control Plan)
3. All sworn members shall receive initial and periodic refresher training in the following:
  - a. CPR
  - b. First Aid Training to include Tactical Combat Casualty Care [CFA 10.13]
  - c. Autism Awareness [CFA 15.18]
4. All sworn members shall receive training on Mental Health Awareness, Prevention, Mitigation, and Treatment to include Post-Traumatic Stress. [CFA 10.16]
5. All members will receive other required training as directed and/or as outlined in other General Orders.

**F. New Employee Training Requirements**

Every newly appointed member of the agency shall receive training to meet the requirements of the job responsibilities, including the following:

1. An orientation to the Department’s role, purpose, goals, policies, and procedures
2. Working conditions and regulations
3. Employee rights and responsibilities
4. Accreditation Process [CFA 10.03]
5. In addition, all newly hired Department employees must complete an orientation to the Florida State University as prescribed by the University Human Resources department. This orientation may contain elements of the above requirement.

6. The training listed in this section is in addition to any specialized training or field training program required for the employee's specific job functions.

#### **G. Training Instructor Qualifications**

##### **1. General Subject Matter Instructor [CFA 10.08]**

- a. FSUPD employees serving as instructors or wishing to serve as instructors must demonstrate to the Training Division competency in the subject matter to be instructed prior to teaching any course for the Department. Competency may be shown by any of the following, as appropriate for the type of class:
  - 1) Completing the FDLE Instructor Techniques course and;
  - 2) Completing specialized training in the subject material, or
  - 3) Demonstrating the requisite skills, knowledge and abilities appropriate for the subject material.
- b. All instructors for the FSUPD must be in compliance with CJSTC Rule 11B-20.
- c. Non-certified instructors may be used by the Department for instruction, but the training must be conducted under the auspices of a certified instructor and cannot be used for high liability topics. The only exception to this rule is an employee completing a high liability topic internship.
- d. The Training Division may coordinate the use of instructors from outside the agency for use in in-house training.
- e. Prior to such use, the Training Division shall review the qualifications and certifications for the proposed instructor as well as the lesson plan and instructional materials to be used, and shall submit a recommendation to the Chief for approval. These materials shall be maintained on-file by the Training Division.

##### **2. High Liability Instructor [CFA 10.09]**

High Liability instructors (Vehicle Operations, Firearms, Defensive Tactics, and First Aid) must be in compliance with the requirements in CJSTC Rule 11B-20.0014.

#### **H. Instructor Selection**

Employees wishing to become FSUPD instructors shall submit a training application for the specific area in which to be certified to their supervisor.

1. The training application should meet the guidelines for standard training applications as well as outlining the prospective instructor's qualifications in relation to CJSTC Rule 11B-20.
2. The Training Division shall consider the application in consultation with the employee's supervisor for final determination. Factors including the employee's desire to instruct, subject matter knowledge, and experience and teaching ability shall be considered.
3. If selected as an instructor, the employee will be expected to participate in all applicable in-service training, unless otherwise approved.

#### **I. Instructor Removal**

FSUPD instructors may be removed for, but not limited to, the following reasons:

1. Negligence in conducting in-service or general training.
2. Failure to renew or meet instructor certification guidelines.

3. Unsatisfactory conduct record or disciplinary action.
4. Failure to maintain basic skill proficiency in the area of instruction.
5. Poor performance as documented and defined by the Training Division Staff, Lead Instructors or supervisor(s). The documentation will be forwarded to the Deputy Chief or designee for review.
6. Poor interaction with personnel, i.e. evaluations from the police academy or in-service training.
7. Poor performance and leadership in their routine duties may result in involuntary removal. This may include poor decision making, ethical violations and the inability to properly document.
8. Violation of Department general orders and/or other policies and procedures.
9. An instructor can be removed at any time at the discretion of the Chief.
10. Current instructors shall be required to meet or maintain the eligibility standards required for instructor qualifications and selection as noted in Sections G and H.

**J. Specialized Training and Supervisory Training [CFA 10.11]**

The Department has identified the following positions as those requiring specialized Training beyond that provided by the by the Field Training Program:

1. Field Training Officer
2. Crime Prevention Practitioner
3. School Resource Officer/DARE Officer
4. Rape Aggression Defense Instructor
5. Drug Recognition Expert
6. Accreditation Management
7. Corporals
8. Investigators
9. Security Guards
10. Public Safety Officers (PSO's)
11. Evidence Technicians
12. Communications

Unless training is required by the position function prior to assuming job responsibilities, specialized training should be completed as soon as practical.

All specific training, certification, and retraining requirements should be coordinated for each specific position with the Training Division and the employee's supervisor. Sufficient training should be allotted to ensure specialized employees remain current and competent within their assignments.

Advanced supervisory training shall be available primarily to those of the rank of Sergeant or above. Any employee demonstrating potential for future development may be considered.

Completion of advanced training schools shall be considered in the process for supervisory positions if they become available.

**K. Weapons and Response to Resistance Training**

1. The Training Division will establish and maintain weapons proficiency guidelines based on CJSTC recommendations, manufacturer's recommendations, Florida Statute, or other reputable source.
2. The qualification guidelines will be clearly stated in the lesson plan and will be communicated to officers prior to performance evaluation.
3. In order to be authorized to carry an issued weapon on duty, the officer must meet the weapons qualification guidelines for that weapon within the previous 365 days.
4. Failure to meet weapons qualification guidelines will result in remedial training under the guidelines of section O in this General Order.
5. Officers trained or certified on weapons while employed at other agencies shall still be required to complete training prior to authorization to carry the particular weapon.

**L. Primary Firearm Qualification**

1. All officers of this Department, as a portion of the Field Training Program, shall be required to attend a Departmental Glock transition course, regardless of previous training with firearms.
2. All officers will be required to show proficiency with their issued primary handgun at least once annually.
3. The qualification course for firearms shall be the current CJSTC basic recruit firearms course or the CJSTC approved forty round qualification course.
4. Qualification may include the optional use of normally available light sources and night sight systems approved or issued by the department.
5. Qualification shall consist of a minimum score of 80%.
6. Qualification attempts shall be limited to two attempts within a four-hour period, four attempts in one calendar day.
7. Officers failing to qualify on two successive attempts shall complete remedial training as noted in section O of this General Order.

**M. Patrol Rifle Qualification**

1. All officers of this Department shall be required to attend and complete a Departmental basic rifle training course prior to authorization to carry a rifle.
2. Qualification shall consist of a minimum score of 90% on a Departmentally approved rifle course.
3. Qualification attempts shall be limited to two attempts within a four-hour period, four attempts in one calendar day.
4. Officers failing to qualify on two successive attempts shall complete remedial training as noted in section O of this General Order.

**N. Reality-Based Training**

1. All officers shall receive reality-based firearms training using Simunitions FX marking or blank cartridges or force-on-force marking or blank cartridges in designated live-fire decision-based shooting scenarios in accordance with CJSTC guidelines.
2. Only Simunitions FX or force-on-force marking or blank cartridges are to be used in firearms converted for that purpose.

3. Only one designated firearms instructor or safety officer per training session shall handle the inspection, loading, unloading, and flagging of the converted firearms.
4. Reality-based training may also be conducted utilizing the department's TI Simulator.

**O. Remedial Training [10.04]**

1. Remedial training shall be provided to employees when their task effectiveness, based upon the specific requirements of the position's job task analyses or position descriptions, has been determined to be unacceptable. [CFA 10.04A]
2. Specific types of remedial training are available and may be tailored to the specific type of training needed. Types consist of but are not limited to [CFA 10.04B]:
  - a. Additional formal classes in the subject material
  - b. Additional practical training in the subject material
  - c. Additional web-based training in the subject material
  - d. Other strategies determined appropriate by the Training Division
3. Remedial training may be offered in any subject germane to the performance of law enforcement duties (firearms, report writing, high-liability areas, etc.)
4. Absent exigent circumstances, remedial training should begin as soon as practical following the identification of a skill deficit and should be completed within 30 days. [CFA 10.04C]
5. Remedial training may be initiated in the following situations:
  - a. When the employee personally requests, in writing, via the chain of command, remedial training in a specific area where there is a perceived problem in performance.
  - b. When recommended by the employee's supervisor.
  - c. When a written performance evaluation identifies deficiencies, provided that all requirements of the University's Human Resources division are met with respect to Performance Improvement Plans.
6. If an employee fails to successfully complete or does not participate in the remedial training program, the following strategies may apply: [CFA 10.04D]
  - a. Additional remedial training may be employed using alternate methods.
  - b. Recommendations may be made to the Chief to reassign or reclassify the employee to a position that does not require use of the skills or knowledge in which the deficiency occurs.
  - c. Recommendations may be made to the Chief to terminate the employee, should all remedial efforts be deemed unsuccessful.
  - d. Non-participation in the program shall result in disciplinary action.
7. The Training Division shall ensure that any instances of remedial training are documented in the employee's training file.
8. Remedial training provided in the Department's formal Field Training Program is addressed separately in the Field Training Program General Order.
9. Upon receiving a recommendation for remedial training, the following procedure should be used:

- a. The Training Coordinator will review all pertinent information and recommend remedial training strategies to the appropriate division commander.
- b. The employee's division commander, in conjunction with the Training Coordinator and the employee's immediate supervisor, shall decide which strategies and methods to employ.
- c. The Training Coordinator shall provide to the affected employee, in writing, a statement of training goals, objectives, and time allotted to complete the remedial training.
- d. Upon completion of or failure to complete remedial training, the Training Coordinator shall report the results to the appropriate division commander.

**P. Failure to Qualify with Weapon or Firearm [CFA 10.04E]**

1. Less Lethal Weapons

- a. Employees failing to qualify with a less-lethal weapon shall attend remedial training for that weapon. If they are unable to qualify at the end of the remedial training, the employee may be restricted from carrying the weapon and may be subject to the guidelines for unsuccessful completion of remedial training.

2. Primary Firearm and Patrol Rifle

- a. Upon failing to qualify with a primary firearm for the second time in a four-hour period:
  - 1) The officer shall immediately be placed on administrative duty.
  - 2) A CJSTC certified firearms instructor shall complete documentation regarding the assignment and collect requisite signatures.
  - 3) The documentation is then immediately forwarded to the Training Coordinator, who shall arrange remedial Glock handgun training within seven days of the date of the failure to qualify. The Training Coordinator will notify the Deputy Chief or designee of all failures to qualify on the second attempt. The Deputy Chief or designee will notify the Chief and the officer's immediate supervisor by memorandum of all instances where an officer has failed to achieve a minimum qualifying score within two attempts on any single calendar day, including night qualification and Glock transition training.
- b. Upon notification of successful qualification after remedial training, the Training Coordinator shall notify the Deputy Chief or designee. The Deputy Chief or designee will notify the Chief and the officer's supervisor by memorandum that the officer has qualified and may return to full duty status.
- c. Upon notification the officer was unsuccessful in the attempt to qualify after remedial training, the Training Division shall notify the officer that they are to remain on administrative duty until further notice from the Chief. The Deputy Chief or designee will notify the Chief by memorandum, outlining the training provided and the results for further action.
- d. Failure to maintain qualification with the issued primary handgun may lead to reassignment, reclassification, or termination of employment.
- e. Failure to qualify with a patrol rifle (90% standard) will cause the officer to cease to be authorized to carry or deploy a patrol rifle until such time as the officer successfully completes remedial rifle training.



- f. If an officer fails to complete remedial rifle training, the officer shall be restricted from carrying or deploying a rifle and may be subject to the guidelines for unsuccessful remedial training.

**Glossary**


**Annual** – An event occurring once every 12 months.

**Biennial** – An event occurring once every 2 years.

**Periodic** – An event occurring once every 3 years.

CAA 06/30/2020 Filed: General Order 501

**Title: General and In-Service Training**

**Approved:**   
**Terri S. Brown, Chief**

**Date:** 06/30/2020