



NORTH MIAMI POLICE DEPARTMENT

STANDARD OPERATING PROCEDURES



TRAINING 400.07

EFFECTIVE DATE: 09-02-21

APPROVED: 
Chief of Police

SUPERSEDES: 09-23-19

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10.12, 10.18, 27.03

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I. PURPOSE

To establish guidelines for the training of sworn and civilian personnel. It is through quality and professional training that the Department will continue to improve the knowledge, skills and abilities of its members to be exercised in the performance of their duties.

II. POLICY

The Department will follow all training mandates established by Florida State Statute, to include sworn officer certification standards from the Criminal Justice Standards & Training Commission (CJSTC), specialized training, civilian training, and training standards promulgated by the Commission for Florida Law Enforcement Accreditation. Other training, as needed, will be conducted to ensure Department personnel continue to provide effective law enforcement and other interactions with the North Miami community with emphasis on respect, integrity, professionalism, courage, unity and empathy.

III. SCOPE

This policy applies to all members of the Department.

IV. DEFINITIONS

Language Clarification:

- Should: Indicates a general or expected action, absent a rational basis for failing to conform.
- Shall or Will: Indicates a mandatory action.

V. NEW EMPLOYEE ORIENTATION

- A. The City's Personnel Department will schedule an orientation with newly-hired employees where they will receive information on the City's Civil Service Rules, Employee Benefits, and Administrative Regulations relative to their employment. Following this orientation, and prior to any assignment, all new police employees, sworn and civilian, shall report to the Training Unit for orientation within the Department. The orientation will include:
 1. Familiarization with this agency's organizational structure, standard operating procedures, general rules and regulations, the Department's Mission Statement and Ethical standards, and the accreditation process and standards. **CFA 10.03**
 2. In addition to the above, sworn officers will receive initial training on a variety of topics, to include the operations of the Department's Temporary Holding Facility, and the use of its emergency and fire suppression equipment.
- B. The orientation topics for new members, sworn and civilian, will be contained in their respective Orientation Training Outline, which will list all of the topics discussed, along with a signature line below each topic for the instructor and trainee to sign and date as the orientation progresses. Once complete, the Training Unit will ensure the Orientation Training Outline becomes part of the member's training profile.

VI. IN-SERVICE TRAINING

The Training Unit will track and arrange for the timely implementation of training requirements Department-wide.

A. All sworn members will receive training, to include:

CFA 10.01, 10.10A-E

1. Maintain their State certification through required Florida Department of Law Enforcement (FDLE) training, consisting of 40 hours every four years.
2. Formal supervisor training upon promotion to the rank of sergeant.
3. Annual firearms proficiency training and evaluation with firearms authorized to carry.
4. Biennial qualification with all approved on-duty and off-duty firearms in accordance with CJSTC Rules and the established FDLE course.
5. Annual Use of Force training, based on CJSTC Rule 11B-27.00212.
6. Annual Conducted Electrical Weapon (CEW) training in accordance with FSS 943.1717, if carried.
7. Biennial less-lethal weapons training with weapons authorized to carry.
8. Legal guidelines updates through roll call discussions of Legal Bulletins and Notes, or through impacted policy training.
9. Periodic First Aid Training. **CFA 10.13**
10. Biennial Ethics training.
11. Initial Hazardous Materials training.
12. Every four years refresher training on the operations of the Department's Temporary Holding Facility.

13. Sworn members of all ranks, upon promotion, will obtain as soon as practicable the Incident Command System (ICS) level training recommended for their rank.

a. Officers can find their training status and requirements for further training by visiting the FEMA website at:

<https://trac.floridadisaster.org/trac/loginform.aspx>

b. Upon the completion of any ICS training level, the officer will forward their certificate to the Training Unit.

B. Civilian members carrying less-lethal weapons:

1. Non-sworn members authorized to carry the Aerosol Deterrent Spray (ADS) and/or the Expandable Baton shall receive annual Use of Force training.

2. Non-sworn members authorized to carry ADS and/or the Expandable Baton shall receive biennial weapons training.

C. Specialized unit supervisors will be responsible to provide required and relevant training to their unit members as mandated, and as needed, to maintain their level of knowledge, skills, abilities, and readiness for the performance of their support functions.

D. Accreditation orientation will be provided to all personnel and will encompass an overview of the agency's accreditation standards and process, as well as the employee's role in helping maintain the Department's accredited status. **CFA 10.03**

E. Training courses will be provided routinely to both, sworn and civilian members, through PowerDMS. All courses must be completed within ten (10) calendar days from the time of posting.

1. Supervisors will monitor their assigned members' inbox status in PowerDMS to ensure compliance.

F. The Training Unit will maintain attendance records for all in-service training, including specialized training for sworn and civilian members, and a certificate of attendance/completion, if issued, shall be maintained for courses not conducted by this agency.

Routine Specialized Unit/Detail training records (such as monthly SWAT, CNT, Drone, and Traffic Safety Unit training) will be maintained by the Specialized Unit's or Detail's supervisor.

All in-service training records will include the following information:

CFA 10.06A-D

1. Course content.
2. Name(s) of participants.
3. Name(s) of the instructor(s).
4. The performance of individual participants, if applicable.
5. Duration of training.

G. The Training Unit may excuse an employees' missed attendance for a time not to exceed 10% of the training course when:

1. The employee is sick or injured to the extent that participation in class is not practical.
2. The employee's presence in court is required.
3. An emergency situation develops requiring the employee's immediate attention.
4. When the absence is excused by a supervisor.

H. When an employee has been approved to attend any training course, whether it is Departmental scheduled in-service, or approved outside training, attendance to the course shall be mandatory.

1. Officers not able to attend scheduled training must notify their supervisor prior to the start of class. Their supervisor will notify the Training Unit.
2. Each employee is responsible for giving a copy of his or her certificate of completion for each course to the Training Unit within five (5) working days of receipt. The Training Unit shall maintain a copy of the certificate in the officer's training file. Failure to submit copies of certificates may result in the denial of future training requests until documentation is provided.
3. If the training was not completed as mandated, the employee may

be subject to disciplinary action.

4. The Training Unit may provide a course evaluation form to employees.

VII. SELECTION OF INSTRUCTORS

- A. The selection of quality instructors is critical to successful training. The Training Unit will ensure the following process is adhered to prior to selecting employees requesting to be in-service instructors:
 1. Review of the applicant's two-year disciplinary profile.
 2. Ensure the employee's overall performance evaluations for the past two years are rated as "Exceeds Objectives," or higher.
 3. The employee must have attained permanent status (unless waived by the Chief of Police, or his/her designee).
 4. The employee has proficient knowledge and ability in the subject area based on previous training and experience.
- B. All certified instructors are responsible for maintaining their current FDLE Instructor's Certificate. It is the responsibility of the instructor to coordinate all necessary elements with the Training Unit prior to the expiration of their certificate.

VIII. TRAINING RECORDS

The Training Unit will maintain the in-service training records for all Departmental employees. Said records will include the date and type of training, attendance, and certificates received. **CFA 10.05**

- A. Training records are available to any individual or agency under Florida State Statue 119, Public Records Law.
- B. The Training Unit will track and arrange for all sworn personnel to attend the State's mandatory 40-hours re-certification course prior to expiration every four years.

IX. REMEDIAL TRAINING

- A. Remedial training may be required when an employee fails to meet expected standards. Remedial/skill enhancement training may be scheduled for Firearms, Driving, Report Writing, any less-lethal weapon or restraint device listed under the Response to Resistance policy, 300.16, or other areas where a deficiency is noted.
- B. When the need for remedial/skill enhancement training is noted, the concerned supervisor will request the training in writing to their Section Major through the chain of command. The request shall state the skill enhancement required and the training recommended. **CFA 10.04A,B**
- C. Once approved, the Training Unit will make arrangements for the remedial/skill enhancement in-service training to take place as soon as possible, depending on the high liability nature of the skill required, however, the training will be completed within 30 days. For classes requiring outside training assistance, the same will be scheduled as soon as one is available and if scheduling permits.
- D. The Training Unit shall maintain the appropriate lesson plan, sign-in sheet and any other documentation associated with any remedial training.
CFA 10.04C
- E. Remedial training shall be mandatory. Failure to attend remedial training may result in disciplinary action. **CFA 10.04D**
- F. If, during annual or biennial firearms, or less-lethal weapons, in-service training an officer (or civilian member carrying ADS or the Expandable Baton) is unable to qualify and/or demonstrate proficiency with any weapon authorized to carry, the employee will receive remedial training on the same date of the in-service training while at the training facility (or at the station if remedial training is needed with a less-lethal weapon).
- G. Following remedial training, if an officer is unable to qualify with their firearm, the officer will be reassigned to an administrative position until they can successfully complete remedial training and qualify. If the officer does not successfully complete remedial training and qualify within 30 days, the Training Unit will refer the matter through the chain of command to the Chief of Police, or his/her designee, for appropriate action.

CFA 10.04E

- H. Any members failing to show proficiency with any less-lethal weapon shall not carry the same until proficiency is shown.
- I. If an employee's actions or inaction may cause a potential risk of personal harm to the member, or other person(s), because of substandard or inadequate performance involving high liability areas, the concerned employee or supervisor will notify the employee's Section Major via the chain of command. The member may be reassigned to administrative duties until remedial training is available. If after remedial training the employee's performance does not meet the expected standards, the Training Unit will refer the matter through the chain of command to the Chief of Police, or his/her designee, for follow-up action.

X. SPECIALIZED TRAINING

Specialized training provides the knowledge, skills, and abilities necessary to perform specific functions within the Department, and will be in addition to all other training provided.

- A. The following sworn positions require specialized training: **CFA 10.11**
 - 1. The Training Unit will make arrangements for the documented in-service supervisor training for newly promoted, or appointed, first line supervisors prior to their shift assignment. In addition, schedule permitting, promoted sergeants will attend an external First Line Supervision course within 12 months of being promoted. **CFA 10.12**
 - 2. Investigative positions, including members responsible for conducting administrative investigations, will receive necessary training as soon as practicable when assuming the new assignment.
 - 3. Instructors will attend training classes commensurate with their field of training. All high-liability training, (firearms, defensive tactics, and driving) requires successful completion of an FDLE high-liability instructors' course prior to conducting training. **CFA 10.08,10.09**
 - 4. Field Training Officers will complete a certified Field Training Officer program prior to being assigned a trainee.

5. School Resource Officers, and School Safety Officers (including officers working off-duty details at any school), shall attend Crisis Intervention Team training prior to working at any school detail.
6. Special Equipment Operators (Intoxilyzer, Radar, CVSA, etc.) will obtain training and will maintain (if applicable) the necessary certification for the specialized equipment.
7. SWAT Team officers will qualify for and complete a certified SWAT school.
8. Traffic Safety Unit officers shall have the State required motorcycle license endorsement, and will complete a police motorcycle operation course prior to utilizing a city-issued motorcycle on any roadways under any circumstances.
9. Marine Patrol officers will receive training, as needed, in watercraft safety operations and regulations; State and Federal laws regarding safe navigation; and environmental laws aimed to protect Florida's natural resources.
10. Canine Unit officers will complete a State certified Canine Handler course with their assigned canine.
11. Traffic Homicide Investigators will complete a State certified Traffic Homicide course. **CFA 27.16**
12. Accreditation Manager (Sworn or Civilian):
Newly-appointed Accreditation Managers shall receive training within one year of said appointment by an experienced member within the agency, and/or through outside courses. Training will include information on the essential components of the accreditation process, i.e., the standards manual, file maintenance, and standard manual change notices promulgated by the accrediting agency throughout the year, and their ongoing impact on agency policies. **CFA 10.18**

B. The following civilian positions require specialized training: **CFA 10.11**

1. Police Communications Operator:
 - a. PCOs will attend FCIC/NCIC training within six (6) months of their employment.
 - b. PCOs must complete the State of Florida's 9-1-1

Telecommunicator training prior to being released on their own and shall become certified within 12 months of assignment.

- c. PCOs are required to complete 20 hours of on-line refresher training through the Police Legal Sciences (PLS Pro) program every two (2) years.
- d. Other training, as needed, may be obtained in-house, or through outside training.

2. Crime Scene Technician (CST): **CFA 27.03A,B**
 - a. CSTs will receive Basic Crime Scene Training as soon as practicable, to include photography, blood stain pattern analysis, and other specialties as courses become available.
 - b. CSTs shall receive periodic refresher training in equipment, computer programs and techniques used by the Crime Scene Unit.
3. Public Service Aide: Will be trained in an approved academy prior to assuming their job responsibilities.
4. School Crossing Guard: Will be trained by the Traffic Safety Unit with documentation of said training forwarded to the Training Unit.
5. Crime Analyst: Applicants will be assessed for the necessary computer and analytical skills prior to employment. Additional training will be provided, as needed.
6. Crisis Intervention Specialist/Victim Advocate: Will be trained through an approved course prior to assuming their job responsibilities, or as soon as practicable thereafter.
7. Grants Coordinator: Will be assessed for the necessary skills prior to employment. Additional training will be provided, as needed.
8. Police Administrator: Will be assessed for the necessary skills prior to employment. Additional training will be provided, as needed.
9. Clerical technicians: Will be assessed for the necessary skills to perform their job function prior to employment. Additional training will be provided as determined by their specific assignment, as needed.

C. Course Selection: Training provided for specialized positions may include a variety of courses from formal outside courses, in-service training, and unit-specific, routine on-the-job training. All training will be directed towards providing the following:

1. Development and enhancement of the knowledge, skills, and abilities criteria of that specialty.
2. For supervisors, training will include topics such as leadership, management, administration, supervision, and other topics relevant to the function or components of the assignment.
3. Familiarization with the policies, procedures, rules and regulations specific to the assignment.
4. Supervised on-the-job guidance within the assignments.

XI. LESSON PLANS FOR TRAINING COURSES

A. Department training, whether in person or online, shall be taught by instructors that have successfully completed an agency approved instructor, or train-the-trainer course, or by members who by way of work experience and prior training possesses the skills, knowledge, abilities and criteria necessary to teach the subject for which they will be instructing. Exceptions may be made by the Special Services Section Major, or Chief of Police. **CFA 10.08**

B. It is the responsibility of the Training Unit to oversee the development of Lesson Plans for the Department's training. The Training Unit shall ensure that Lesson Plans meet the following criteria:

1. Lesson Plans will be required for all in-service training provided by the Department, whether taught in person or online.
2. Outside instructors conducting training for the Department, will be required to submit a course outline to the Training Unit prior to starting the training. The Training Unit will attach the course outline to the Department's Lesson Plan.
3. Instructors will utilize the Lesson Plan form shown in Appendix A. Lesson Plans will include, but are not limited to, the following information: **CFA 10.02A-F**

- a. A statement of student performance objectives.
- b. Training content.
- c. Specification of the appropriate instructional techniques (i.e., lecture, demonstration, hands on, question and answer session).
- d. Lesson Plan format.
- e. Approval process:
 - 1). Completed Lesson Plans will be submitted to the Training Unit for review and approval.
 - 2). Final approval of all instructional courses and Lesson Plans will rest with the Training Unit's Section Major, or his/her designee.
- f. Testing:
 - 1). If used, tests will be administered and graded by the instructor(s). The Training Unit will maintain a copy of each attendee's test.
 - 2). If the employee fails the test, it will be re-administered at the discretion of the instructor.

XII. SCHOOL/CONFERENCE TRAINING REQUESTS

- A. Department employees requesting to attend any training or conference relevant to their assigned duties, or career development, shall follow these procedures. Each individual's responsibilities for submitting, approving or disapproving training requests shall be as follows:
 - 1. The employee will complete the necessary Training Request.
 - 2. Travel reimbursements will be in compliance with Admin Reg 1-12 and will be submitted through the Chief of Police's Office for processing.
 - 3. Each member will submit the Training Request and accompanying course information through their chain of command no less than 30 days prior to the start of the training.
 - 4. When the Training Request is received by a supervisor, the supervisor shall review the training document for completeness and will indicate whether the request is approved or denied. If approved, the supervisor will forward the Training Request to the next supervisor in their chain of command.

5. Once all approvals have been made, the Training Request is then submitted to the Chief of Police's Office for further processing.
6. All travel arrangements, i.e., per diem, hotel, vehicle rental, etc., for out of town training will be coordinated through the Chief of Police's Office.
7. After all the arrangements for the training have been completed by the Chief of Police's Office, a copy of the packet will be submitted to the Training Unit for processing and record keeping.
8. The Training Unit will complete the necessary registration for schools that are held locally, as well as out of town.

XIII. MEMBER'S RESPONSIBILITY UPON COMPLETION OF TRAINING/CONFERENCE

- A. Upon the completion of any training or conference involving out of town travel, each member shall:
 1. Complete the necessary Travel Expense Report and submit it to the Chief's office with all the necessary documentation (receipts).
- B. Upon an officer's successful completion of a salary incentive course, he/she will advise the Training Unit, who will submit the necessary documents to the Department's Human Resources Unit for salary incentive processing.

XIV. MILO RANGE SIMULATOR

The "Milo Range" simulator is an interactive use of force, tactical judgment, and firearms training system. The simulator is a training tool to be used to enhance officers' skills through interactive scenario-based incidents in the following areas:

- De-escalation techniques
- Use of Force and the Decision-Making Process
- Less-lethal/impact weapons proficiency
- Firearms skills enhancement
- Tactical judgement

- A. Simulator Usage:

1. The “Milo Range” simulator is to be used by the Training Unit as a training aid during in-service training, remedial training, firearms proficiency training, and for any other purposes authorized by the Chief of Police.
2. The simulator is to be used in a supervised training environment.
3. When the simulator is used for firearms remedial and/or proficiency training, the same must be operated by a Department certified firearms instructors.
4. For safety purposes, no loaded firearms, Conducted Electrical Weapons (CEWs), or Aerosol Deterrent Sprays are to be brought into the training room while the simulator is in use. A placard indicating the use of the simulator shall be placed on the door of the training room during use.
5. The simulator will be operated with the assigned equipment provided or approved by “Milo Range, Inc.” The instructor conducting the training will ensure that all safety rules are met before beginning and during any exercise.

B. Usage and Maintenance:

The “Milo Range” simulator will be kept and maintained by the Training Unit. All requests to use the simulator will be coordinated through the Training Unit.

The Training Unit will maintain a log noting the date, operator, and reason for the simulator’s use.

Attachment A**(Available for download in PowerDMS)**

<u>Lesson Plan</u>	
<p><i>Instructors: Consideration should be given to the relevance of training courses to the Department's mission and values, as well as identify ethical considerations related to the topic.</i></p>	
Subject:	
Prepared and taught by:	<input type="checkbox"/> <i>In-Person</i> <input type="checkbox"/> <i>Online</i>
Date(s):	<i>If unknown or multiple, type "To be Determined"</i>
Duration:	
Performance Objectives:	<p><i>Given the proper instruction, students will learn the following:</i></p> <p>1) <i>How to...</i> 2) <i>When to...</i> 3)</p>
Training Content and Lesson Format:	<i>[List how the course will progress and <u>describe the topics</u> to be taught.]</i>
Instruction Techniques:	<i>[Examples: Lecture, PowerPoint, handouts, discussion panel, etc.]</i>
References and Resources:	<i>[Examples: Specific NMPD Policy, Florida State Statutes, Legal Bulletins, FDLE training material, Train-the-Trainer or other training material, etc.]</i>

Note: If a test is given, please identify the type of test used in the Training Content section.

Lesson Plan Approval

(Training Unit Only)

Approved: _____
(Training Unit Supervisor)

Date: _____

Approved: _____
(Administrative Major)

Date: _____