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| Policy # Training Directive | Related Policies: | |
| *This policy is for internal use only and does not enlarge an employee’s civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third-party civil claims against employees. A violation of this policy, if proven, can only form the basis for internal discipline and/or criminal charges.* | | |
| Applicable State Statutes: K.R.S. 15.330-15.350 | | |
| KACP Accreditation Standard: 1.3, 21.1, 21.2 | | |
| Date Implemented: | | Revision Date: May 1, 2025 |

1. **Purpose**: The purpose of this policy is to direct continuous training for the members of this agency as well as the essential documentation of said training.
2. **Policy:** It is the policy of this agency to provide officers with continuous training on the recurring, high-risk, critical tasks that an officer will face.
3. **Definitions:**
   1. **High-Risk Critical Tasks:** These tasks include tasks that the final policymaker of the agency expects officers to face.
      1. The task is made easier with training, or the policymaker know that officers have historically made mistakes; and,
      2. The wrong decision with respect to the task will lead to a physical or a constitutional injury.
4. **PROCEDURE**
5. BASIC ACADEMY TRAINING:
6. Each officer having responsibility for the enforcement of the criminal laws, in general, will graduate from a basic training program certified by the KLEC prior to the exercise of such authority, except when accompanied by and under the direct supervision of a certified officer who is serving as a field training officer. Equivalent training will be accepted; however, the agency must demonstrate that the training is equal to or exceeds KLEC standards. All sworn members must be KLEC and POPS certified within one year of employment.
7. FIELD TRAINING PROGRAM:
8. All recruit officers shall participate in and successfully complete the Field Training program under the direct supervision and one-to-one training as administered by a certified Field Training Officer in accordance with the Department’s Field Training Program.
9. ANNUAL TRAINING:
10. Every regular officer having responsibility for the enforcement of the criminal laws, in general, shall annually complete at least 40 hours of certified in-service training. Equivalent training will be accepted; however, the agency must demonstrate that the training is equal to or exceeds KLEC standards.
11. In-service training credit can be received for a completed college course upon a showing that the conditions in 503 KAR 1:120 are met.
12. FIRST-LEVEL SUPERVISORS:

1. Every employee appointed or promoted to a first-level supervisory position shall successfully complete at least 40 hours of supervisory training that has been approved by the Kentucky Law Enforcement Council prior to or within one year of such appointment or promotion. Equivalent training will be accepted; however, the agency must demonstrate that the training is equal to or exceeds KLEC standards.

1. MID-MANAGEMENT POSITIONS:

1. Every employee appointed or promoted to a mid-level management position successfully completes at least 40 hours of management training which has been approved by the Kentucky Law Enforcement Council prior to or within one year of such appointment or promotion. Equivalent training will be accepted; however, the agency must demonstrate that the training is equal to or exceeds KLEC standards.

1. MEDICAL/PSYCHOLOGICAL EXAMINATIONS
2. Before receiving training or assignment in some specialized fields, as a condition of pre-employment, and anytime that the department or city may require, officers shall be required to obtain medical or psychological examinations. Physical, medical, and psychological examinations required by the agency are provided at no cost to the employee.
3. SPECIALIZED TRAINING:
4. Officers are initially encouraged to select KLEC training classes that will enhance their knowledge and technical abilities in basic police procedures, such as Collision Investigation, Crime Scene Investigation, Interview & Interrogations, Fingerprinting, Photography, and any other general knowledge police training class.
5. Officers who have been selected for specific tasks within the department should be scheduled for training relating to those specified tasks. Examples of these would include training in Field Training Officer, Emergency Response Team (SWAT), Criminal Investigation, Firearms Instructor, and Bike Patrol.
6. **Each member of the agency will receive an annual block of training on each of the high-risk critical tasks in law enforcement, including:**
   1. Use of force (response to active resistance) to include qualification/certification of any weapons or special equipment the officer may utilize.
      1. Firearms training must be conducted, at a minimum, twice per year.
      2. Firearms training must include low-light shooting as well as decision-making scenarios.
      3. Firearms training should include shooting at moving targets.
      4. Firearms training should include moving officers.
      5. Firearms training should include strong hand/weak hand firing.
      6. Firearms training should reflect the environment that officers are likely to face.
      7. Firearms training should include a review of safe storage of firearms policy.
      8. Firearms training must meet all other requirements set forth in the Kentucky Revised Statutes.
      9. Firearms training (Response to Active Resistance) should include a written test on firearms use/response to resistance and related laws concerning use of force and firearms:
   2. Vehicle pursuit
   3. Emergency operation of vehicles
   4. Search and seizure/arrest
   5. Biased based policing
   6. Care, custody, restraints, and transportation of prisoners
   7. Hard hand control/soft hand control
   8. Active aggressor
   9. First aid, CPR, tourniquets (for those agencies that have them), and bloodborne pathogens
   10. Opioid antagonist (e.g. Naloxone, Confined spaces
   11. Fire extinguisher
   12. Hazardous materials
   13. Slip and fall
   14. Legal update
   15. Domestic violence & agency employee involved domestic misconduct
   16. Off-duty conduct of officers and off-duty paid details
   17. Sexual harassment/external sexual misconduct by officers
   18. Selection and hiring (for personnel who may be faced with this issue)
   19. Complaints and internal affairs investigations
   20. Special Operations: SWAT; narcotics, high-risk warrants service (for personnel who may be faced with this issue)
   21. Dealing with mentally ill, emotionally disturbed persons, and persons with diminished capacity
   22. Less lethal options
   23. Simulator training will include scenario-based training on force decision-making.

**B.** Departments should implement a training safety officer (TSO) assignment when the department is engaged in active police training such as:

1. Use of force
2. Active scenario-based training
3. Firearms training or qualifications

The six components of the safety officer program (planning meeting, safety plan, site inspection and set-up, safety briefing, training session, and final check-in and documentation).

1. **Documentation: All training shall be documented in the following manner:**
   1. Each officer shall have a training file that indicates the training programs received by the officer to include:
      1. Subject matter of the training
      2. Date of the training
      3. Number of hours
      4. Proficiency scores, where applicable
   2. Agency files will contain a lesson plan and outline of each in-house training session which indicates the following:
      1. Subject matter
      2. Lesson plan
      3. Course objectives
      4. Course content
      5. Handout Material
      6. Date’s training was given
      7. Instructor of training
   3. Agency will also retain as part of agency records documentation relating to any external program an officer attends as part of continued training.
2. The agency will maintain a file on all training required by federal, state, and OSHA mandates and shall document that training in accordance with this policy.

**ANNUAL TRAINING LOG**

KLEC Certified In-Service Training (40 hours):

Course

Date

Legal Training: (annual legal update for all members)

Course

Date

Primary Firearms Pistol Qualification/Training – KRS and KLEC required yearly (KLC Insurance Services recommended 50 round) (KLEC required Form 68-3)

First Qualification/Training:

Course - lowlight

Date

Second Qualification/Training:

Course - lowlight

Date

Off-duty:

Course

Date

All weapons shall be qualified annually to include off-duty weapons, shotguns, and patrol rifles.

Use of force (response to active resistance) shall include qualification/certification of any weapons or special equipment the officer/deputy may utilize.

Firearms training must be conducted at least twice per year with one lowlight training. (Designate which qualification/training was done in lowlight.)

Code/Badge Number:

Officer:

Course

Shotgun:

Course

Date

Rifle:

Course

Date

Firearms Simulator Training: (free provided by KLC Insurance Services)

Course (Host Site Location)

Date

Taser Initial Certification:

Course

Date

Taser Annual Certification:

Course

Date

Taser Instructor Certification:

Course

Date

Vehicle Operations - Pursuit/Emergency Operation of Vehicles: (free KLC Insurance Services training available)

Course

Date

Diminished Capacity/Excited Delirium: (free KLC Insurance Services video and policy at KLC Insurance Services website)

Course

Date

First Aid/CPR: (CPR yearly or every two years as required) Tourniquet and Gunshot Wounds (yearly refresher)

Date

Firearms training must meet all other requirements set forth in the Kentucky Revised Statutes.

Course

Handcuffing: (free KLC Insurance Services website video)

Course

Date

Slip and Fall Training: (free KLC website video)

Course

Date

Fire Extinguisher Training: (free at KLC website - video is 2:55 long)

Course

Date

Confined Space: (free at KLC Insurance Services website in Loss Control video section) (KACP accreditation standard video is 10:49 minutes)

Course

Date

Wellness Training:

Course

Date

Search and Seizure/Arrest:

Course

Date

Biased-Based Policing:

Course

Date

Care/Custody/Restraints/Transportation of Prisoners:

Course

Date

Domestic Violence & Agency Employee-Involve Domestic Misconduct:

Date

Yearly Policy Review:

Off-duty Conduct of Officers/Deputies and Off-duty Paid Details:

Course

Date

Sexual Harassment/External Sexual Misconduct by Officers/Deputies:

Course

Date

Selection and Hiring: (for personnel who may be faced with this issue)

Course

Date

Complaints and Internal Affairs Investigations:

Course

Date

Special Operations: SWAT, Narcotics, High Risk Warrants Service (for personnel who may be faced with this issue)

Course

Date

Ethics:

Course

Date

All training should be documented on the training form and kept in the training file reference KLC Insurance Services training policy. For category please provide date and type of training in the space provided.

TRAINING LOG

Agency:

Training Location:

Officer:

Badge/ID Number:

Training Topic/Description:

Training Date:

Number of Hours:

Proficiency Scores (where applicable): Pass Fail Remedial

Instructor: