



<b>University of Pennsylvania Police Department</b> 4040 Chestnut Street, Philadelphia, Pa 19104			 
<b>Directive:</b> 73	<b>Subject:</b> Training	<b>Effective Date:</b> 02/21/2000	
<b>Order of:</b> Gary Williams, Chief of Police			<b>Amended Date:</b> 08/01/2023

## I. Purpose

The purpose of this order is to establish policy, procedures, and academic standards for training conducted by and for employees of the University of Pennsylvania Police Department (UPPD).

## II. Policy

It shall be the policy of the UPPD that all personnel adhere to the provisions herein regarding the policy, procedures, and academic standards for training.

## III. Scope

This directive shall affect all employees of the UPPD.

## IV. Procedures

### A. Attendance

1. All sworn officers except those having attended the basic police training within the calendar year must participate in the Pennsylvania Municipal Police Officer Education and Training Commission (MPOETC) mandated in-service training each year. This training consists of two-day classroom in-service training, which will include Legal Updates and other selected topics of current importance. MPOETC also mandates that annual firearms qualification, as well as annual first aid re-certification, be conducted for all members of the UPPD. (All firearms qualification requirements specified in **UPPD Directive 2, "Authorized Weapons: Training, Proficiency and Usage"**, must be met or exceeded).
2. Attendance records must be maintained on each employee attending all departmental training. An attendance roster listing the names of all persons attending a scheduled block of training will be maintained and kept on file by the Training Coordinator.
3. Personnel must attend all classes unless temporarily excused by the Instructor or Training Coordinator. Absences (court appearances, emergencies, or personal illness) may not exceed twenty percent of the course duration. Absences of more than twenty percent

require that the portion of the course missed be repeated within thirty days. If an employee is unable to complete the make-up within thirty days, they must repeat the entire course.

4. All sworn, uniformed UPPD personnel shall wear the prescribed uniform of the day and associated equipment while attending **any** training session unless specifically instructed by the Chief of Police or designee. Training instances shall include, but is not limited to:
  - a. MPOETC Mandatory In Service Training at the PPD Advanced Training Unit.
  - b. CPR and First Aid Training.
  - c. Diversity Training.
  - d. HazMat Training.

**Note:** Only firearms and ammunition that are issued/authorized by the department shall be carried while on-duty. Firearms shall be carried in the prescribed manner as indicated in **UPPD Directive 2, "Authorized Weapons: Training, Proficiency and Usage"**.

5. The uniform of the day is **not** required to be worn to training in the following instances:
  - a. When assigned to light or limited duty.
  - b. When assigned to attend Defensive Tactics Training, Firearms Training, and ASP/Baton
  - c. When attending training being held out-of-state.
  - d. When specifically instructed by the Chief of Police or designee.

**Note:** Officers shall wear civilian business attire or designated suitable attire as instructed.

6. All sworn officers shall carry their badge, Police ID card and MPOETC card while attending training. In case of an emergency situation or when police action is necessary and the officer is not in the uniform of the day, officers shall display their badge in a prominent place for identification purposes.
7. Officers attending training held at the Philadelphia Police Department's Advanced Training Unit who are five minutes late (or later) will be sent back to UPPD Headquarters and must take benefit time for the entire day. The officer will then be sent home by the Shift Commander/supervisor.

## B. Academics

1. All sworn employees attending MPOETC in-service training will be required to pass the academic portion of the training with no less than a seventy percent score on the material presented, which may include one or more of the following testing mechanisms:

- a. Written examination,
  - b. Oral examination or presentation, and/or
  - c. Practical exercise examination, presentation, or participation.
2. On or before the final day of the in-service training session, the employee will be advised of his/her final score. If the final score is below that grade that has been established as the seventy percent level, the employee will have the following options available:
- a. MPOETC Classroom training: Upon notification to the Training Coordinator, the affected employee will be scheduled to attend the next available program (employee will be permitted to utilize benefit time or attend without compensation).
- NOTE: Officers attending training at the Philadelphia Police Department Advanced Training Unit shall be immediately re-tested at the end of the class.
- b. Firearms qualification: see **UPPD Directive 2, "Authorized Weapons: Training, Proficiency and Usage"**.
  - c. First Aid/CPR Training: Upon notification to the Training Coordinator, the affected employee will be scheduled to attend the next available program (employee will be permitted to utilize benefit time or attend without compensation).
  - d. Retire, if eligible; or
  - e. Resign.
3. Persons failing to elect one of these options shall be terminated.

#### C. General Provisions for In-Service Training

- 1. All sworn personnel are required to have forty hours of training each year. The training will consist of:
  - a. Mandatory core classes consist of the MPOETC required classes and those classes that have been determined to be important for all sworn personnel (e.g. Legal Updates, Officer Survival, etc.)
  - b. One day, at minimum will be dedicated solely to firearms/use of force policies.
- 2. Lesson plans for all training courses conducted by the department will be submitted to and approved by the Training Coordinator. Each submitted lesson plan shall include:
  - a. a statement of performance and job-related objectives,

- b. the content of the training and specifications of the appropriate instruction techniques, and
  - c. if applicable, testing used in the training process shall follow a format that shows the name of the employee taking the test.
- 3. All personnel shall coordinate their training hours with their direct supervisor(s). The training schedule must coordinate with the employee's ability to attend the class and not significantly impact staffing.
- 4. The policies of this directive shall apply throughout this process:
  - a. An attendance roll will be maintained,
  - b. There will be documented testing of core and/or other specified classes,
  - c. Class attendance is mandatory,
  - d. Proper attire will be strictly enforced,
  - e. A professional atmosphere and work environment will be observed at all times by both the instructors and attendees, and
  - f. Any employee who is disruptive and not in compliance with the rules and regulations of the department will be subject to discipline.
- 5. All departmental personnel will have a training record. The Training Coordinator will be responsible for updating training records of employees following the employee's participation in training programs. The Training Coordinator will ensure that each employee attends the required training each year.
- 6. The Training Coordinator will maintain records of each training class conducted by the department, to include, at a minimum:
  - a. Each hour of instruction will be taught from an approved lesson plan. The Training Coordinator will maintain the approved lesson plan in the Master Lesson Plan file.
  - b. The names of all attendees in each training class; and
  - c. The performance of individual attendees as measured by test results; if administered.
- 7. The Training Coordinator shall maintain permanent training files for each individual person that attended training, and update records of employees following their participation in training programs. Permanent training files shall contain, at a minimum, the data listed below:

- a. Testing results, including performance-based, written and other methods as necessary and applicable; and
  - b. Records of dates of attendance in the program.
8. The Training Coordinator shall maintain as part of his/her permanent records:
- a. Names of all attendees,
  - b. Course curriculums,
  - c. Lesson plans,
  - d. Training schedules,
  - e. Names of instructors teaching courses and their qualifications,
  - f. Dates courses are given,
  - g. Testing results; and
  - h. Other records that may be required by the Chief of Police, or the MPOETC.

#### D. Basic Police Training

1. All newly hired police recruits will attend, or will have attended, an approved Police Training Academy, and will successfully complete all required courses of study as specified by the State (Act 120). Newly hired police recruits will complete the Basic Police Training program mandated by MPOETC prior to routine assignment, in any capacity, in which the recruit is allowed to carry a weapon or is in a position to make an arrest, except as part of a formal field training program.
2. Upon completion of training at the police academy, recruit officers will receive specific courses of instruction regarding the policies, procedures, rules and regulations of the UPPD. Such training will be conducted at UPPD Headquarters. Such training shall also be provided to those officers hired with prior police experience.

#### E. Specialized Training

1. Specialized training is that training that exceeds or is required to fulfill the training needs of personnel beyond the general in-service level. Functions of the department requiring pre- and or post-assignment specialized training include members of the Emergency Response Team (ERT), the Motorcycle Unit, officers assigned to bike patrol, members of the Detective Unit and individuals who train or instruct in courses of instruction such as firearms qualification, defensive tactics, RAD, and First Aid/CPR instructors. This advanced training can be achieved through in-house instruction or through coordination with outside

agencies. The UPPD, in an attempt to further the operational and management skills of supervisors, managers, civilians, and sworn personnel, may enroll them in advanced individual training.

2. An employee who wishes to be considered for specialized training will submit their written request (using a UPPD Training Request Form, UPPD-53) through the chain of command to the Chief of Police.
3. The selection of employees to attend advanced training is based upon the following criteria:
  - a. Competency displayed by the individual employee regarding the task requiring the advanced training,
  - b. Recommendations from employee's supervisor,
  - c. Needs of the Department, and
  - d. The approval of the employee's chain of command.
4. Training for the listed position/specialties will be designed so as to develop and/or enhance the skill, knowledge and abilities required for the specialized job/position. Further, the employee assigned to the specialized unit or function will be apprised of the policies, procedures, supervision and administration of the unit or function. The Training Coordinator will maintain a database of all individuals who have attended specialized training; and shall further ensure that any re-training requirements to maintain specific certifications are met.
5. The Training Coordinator will arrange for pre/post appointment, supervisory training to officers promoted within the department to the first-line supervisory rank, according to the following guidelines:
  - a. Training in basic supervision will be presented for all personnel promoted to the rank of Sergeant,
  - b. Personnel attending basic supervision courses must successfully complete the course of instruction,
  - c. Personnel who fail to successfully complete the course of instruction shall be recommended for reduction in rank as having failed to meet training standards during probationary period, and
  - d. Basic supervision courses will be presented/made available within the probationary period.
6. The Training Coordinator will be responsible for providing training and orientation to all supervisors regarding career counseling, which will occur in conjunction with annual

evaluations. Supervisors conducting career counseling activities will be trained, or have opportunities to attend training, in the following topics:

- a. Counseling techniques,
- b. Skills, knowledge, and abilities assessment techniques,
- c. Salary benefit and training opportunities that are available,
- d. Education and incentive program opportunities,
- e. Cultural and ethnic background awareness,
- f. Record keeping techniques,
- g. Career Development programs in other jurisdictions; and
- h. Availability of outside resources.

F. Outside Training Reimbursement

- 1. Members of the UPPD attending training outside our service area that requires the reimbursement of travel/lodging and/or tuition, books or training materials, shall be reimbursed according to the **“University of Pennsylvania Financial Policy Manual”, Section 2361, “Expense Reimbursement”**.

G. Shift Briefings/Roll Call Training

- 1. The purpose of shift briefings are to keep personnel up to date with new laws, technological improvements, and revisions in policy, procedures, rules and regulations effecting personnel in the performance of their responsibilities.
- 2. Shift Commanders are responsible to see that roll calls are used for training purposes as often as possible.
- 3. Training topics will vary based upon assessed needs, but may include:
  - a. Department policy and procedure presentation and discussion,
  - b. Department rules and regulations presentation and discussion,
  - c. New or revised case law,
  - d. New or revised statutes,
  - e. Tactical procedures and/or information,

- f. Presentations by officers who have attended specialized training,
  - g. Department and/or other agency memorandums, and
  - h. Professional literature articles or video tapes related to policing and law enforcement responsibilities.
4. All roll-call training will generally be conducted by the supervisor holding roll call or by another person who may have expertise in the subject matter.
  5. Roll-call training presentations are informal and need not comply with the formal lesson plan requirements established for in-service or advanced training.
  6. Sergeants will be responsible for providing roll-call training scenarios to their Shift Commander for review prior to their being forwarded to the Training Coordinator.
  7. The Training Committee may also suggest topics for roll-call training.
  8. The Shift/Unit Supervisor/Commander conducting roll call will complete and submit documentation of officers receiving roll-call training to the Training Coordinator at the end of each month.

#### H. Civilian Training

1. All newly appointed full time civilian personnel will receive information or training regarding:
  - a. The agency's role, purpose, goals, policies, and procedures;
  - b. Working conditions and regulations; and
  - c. Responsibilities and rights of employees.
2. This will be accomplished by distributing to all newly hired full time personnel the following:
  - a. Departmental Directives,
  - b. Procedural Orders,
  - c. University Employee Guidelines, and
  - d. A listing of benefits.
3. Newly hired full-time civilian employees will also receive "New Employee Orientation" training provided by the University of Pennsylvania's Department of Human Resources.



4. In-service training for all other appropriate personnel who deal with the public on a regular basis is required. The training for this category of personnel should include legal, safety, and other responsibilities of their assignment, including dealing with the public. The directors of the units with affected personnel may choose classes they deem appropriate for their personnel. The scheduling of these classes shall be managed by the component director.
5. Pre-service training will be required for civilian personnel who are facility guards or PennComm Center personnel. Newly hired civilian candidates in these classifications will complete their pre-service training prior to routine job assignment, except as part of a formal field training program. Pre-service training may consist of in house classroom or specialized training through outside agencies. All training will be approved by the appropriate Shift Commander/supervisor director who supervises the affected employee.

#### I. Remedial Training

1. Remedial training is individualized instruction used for specific deficiencies of personnel. Generally, the need for remedial training is recognized during the supervisory evaluation process, during training, evaluation during routine job performance, or during inspections.
2. Any aspect of the employee's job-related responsibilities that are observed to be deficient may be cause to require the employee to receive remedial training.
3. Sworn Employees
  - a. Any sworn supervisor or authorized training instructor may recommend, and/or the employee's Shift Commander may require a sworn officer under his/her command to submit to remedial training when circumstances indicate the officer(s) have violated a departmental policy or may otherwise benefit by remedial training.
4. Civilian Employees
  - a. A police supervisor or authorized training instructor may recommend, and the employee's Shift Commander may require a civilian employee under his/her command to submit to remedial training when circumstances indicate that the employee(s) have violated a departmental policy or may otherwise benefit by remedial training.
5. Department supervisors, or training instructors for any approved training program, may be requested by the appropriate Shift Commander/supervisor (via the chain of command) to conduct remedial training as required for personnel to achieve the knowledge, skills, and abilities necessary to maintain proficiencies commensurate with their job responsibilities.
6. Remedial training shall be assigned and accomplished as soon as possible following the observance of any deficiency.

7. Supervisors shall monitor employee's job task performance and report circumstances that may require the need for remedial training to the employee's shift commander for consideration of redemption consistent with the provisions of this order.
8. Personnel designated to receive remedial training are required to attend the appropriate instruction training.
9. Failure of any employee to attend, participate, and complete the assigned training shall be reported through the chain of command for disposition and possible disciplinary action.
10. Remedial training shall be documented in accordance with the requirements of the order, and the involved employee's shift commander shall be advised of the progress and/or outcome of any required training. Documentation of any required remedial training provided will be placed in the employee's training file.

J. Training Instructors

1. While the UPPD does not employ full-time training instructors, officers assigned to the training function shall be proficient and knowledgeable in the areas of their specific instruction. Officers providing departmental training requiring certification in a particular course shall obtain such certification prior to conducting the training, and will ensure that their certification(s) remain current.
2. It shall be the responsibility of the Professional Standards and Training Supervisor to ensure that the department maintains a sufficient number of training officers to instruct the various in-service training requirements for the agency.

K. Public Safety Institute

1. In a continuing effort to strengthen the partnership with the community, the University of Pennsylvania Department of Public Safety has developed a program of classes designed to provide citizens a detailed overview into the operation of the department. It will give citizens the opportunity to observe the challenges facing an urban University police department.
2. Participants must file a completed application and submit to a Criminal Records Check. Additional Waivers of Liability may be required depending upon the specific training activity offered.

L. CALEA Accreditation

1. Familiarization with the Commission on Accreditation for Law Enforcement Agencies (CALEA) accreditation process shall be provided to agency employees as follows:
  - a. To all newly hired agency personnel during the initial training phase,

- b. To all agency personnel during the initial self-assessment phase associated with achieving initial accreditation and each re-accreditation, and
  - c. To all agency personnel just prior to an on-site assessment associated with initial accreditation and each re-accreditation.
- 2. The Professional Standards and Training Supervisor shall address shift roll calls, and be available to Shift Commanders/supervisors to address specific training issues relative to the accreditation process.
- 3. Agency employees assigned to the accreditation process will receive specialized accreditation manager training conducted by CALEA at one of their annual conferences within one (1) year of being appointed to the position.

#### M. Career Development

- 1. Deputy Chiefs, Captains and Shift Commanders assigned to conduct career development activities will undergo a period of orientation that will provide increased knowledge and skills in the following areas, at a minimum:
  - a. General counseling techniques,
  - b. Techniques for assessing skills, knowledge and abilities,
  - c. Salary, benefits and training opportunities within the UPPD,
  - d. Educational opportunities and incentive programs,
  - e. Awareness of the cultural background of ethnic groups within the program;
  - f. Record keeping techniques,
  - g. Career development programs of other jurisdictions, and
  - h. Availability of outside resources.

#### N. Compliance

Violations of this directive, or portions thereof, may result in disciplinary action.

#### O. Officers Assigned to Other Agencies

Officers of this department assigned to or assisting other law enforcement agencies will be guided by this directive.

#### P. Application

This directive constitutes departmental policy, and is not intended to enlarge the employer's or employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employer's or employee's legal duty as imposed by law. Violations of policy will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.