



TOWN OF MACEDON POLICE DEPARTMENT

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| General Order: 215 | Effective Date: January 19, 2022 |
| Subject: Training | |
| Reference Standards: 20.1, 32.1, 32.3, 32.4, 32.5, 33.1, 33.2, 33.3, 34.1, 34.2, 35.1, 35.2, 35.3, 42.4, 43.6 | |
| Rescinds: GO 215 issued April 26, 2021 | |
| Page 1 of 5 | Attachments: 1-Certified Instructor List, 2-Specialized Training Topics List, 3-Employees With Specialized Training List, 4-Sergeant Appointment List |

I. Basic Police Officer training

- A. All sworn personnel must attend and successfully complete the Basic Course for Police Officers or its equivalent within one year of appointment. Such course of study must meet or exceed the requirements established by the Municipal Police Training Council.
- B. In addition to the basic course, all sworn personnel will complete additional training as required by the Office of Public Safety, the Finger Lakes Law Enforcement Academy, and the Macedon Police Department.

II. Field Training and Evaluation Program

- A. All police officer candidates will be designated as Probationary Police Officers.
- B. Upon completion of the Basic Course for Police Officers, Probationary Police Officers will be assigned to the Field Training and Evaluation Program (FTEP) for a minimum of 160 hours.
- C. No Probationary Police Officer is authorized or permitted to be assigned to regular law enforcement duties without direct supervision until he/she has successfully completed the FTEP as mandated by the Macedon Police Department.
- D. Probationary Police Officers who have not yet completed all phases of their training will be allowed to perform regular law enforcement duties as part of their training during the FTEP. Performing these duties will only be allowed when accompanied by and under the

direct supervision of a trained Field Training Officer (FTO).

- E. The Field Training and Evaluation Manual will govern the FTEP.
- F. Failure to successfully complete the requirements of the FTEP may result in the involuntary termination of the Probationary Police Officers from the department.

III. Transfer Officer training

- A. No transfer officer is authorized or permitted to be assigned to regular law enforcement duties without direct supervision until he/she has successfully completed the Macedon Police Department FTEP.
- B. A transfer officer who has not yet completed all phases of his/her training will be allowed to perform regular law enforcement duties as part of his/her training program. Performing these duties will only be allowed when accompanied by and under the direct supervision of a trained FTO.
- C. Only the Chief of Police may remove a transfer officer from the program prior to completing all phases of the Macedon Police Department Field Training and Evaluation Program.
- D. The Field Training and Evaluation Manual will govern transfer officer training.

IV. Firearms training

- A. With the exception of authorized departmental or academy training, no officer or trainee will be authorized, allowed to carry or utilize **any** firearm in connection with the performance of his/her official duties until he/she has successfully completed the firearms training course provided by the department or academy. This training will additionally encompass the use of deadly physical force as pertaining to the policy of the Macedon Police Department and Article 35 of the New York State Penal Law.

V. In-service training

- A. Ongoing, updated training is a necessity of any profession and is critical in law enforcement. Concepts, procedures, laws, and policies are continually changing to meet the demands of our complex society. The department encourages all officers to be aware of the changes that affect their ability to perform their assigned tasks in a professional, efficient and effective manner. In an effort to attain this end, the department will provide a minimum of twenty-one (21) hours of in-service training each year to each officer. Part of the twenty-one hours will be devoted to the following areas:

1. Firearms training, which shall include live fire training on the firing range for all firearms the officer is authorized to use
2. Legal updates
3. Use of force
4. Use of deadly physical force

VI. Classification of instructors

- A. The term General Topics Instructor will be applied to all sworn personnel who have successfully completed a New York State DCJS Office of Public Safety Instructor Development Course.
- B. The term Instructor will be applied to any person who is not a police instructor but one who has successfully completed a New York State Office of Public Safety, Instructor Development Seminar, or complied with Section 6024.7 (exclusion from instructor certification) of the NYS Codes Rules and Regulations Part 6024/6025.
- C. The term Expert Instructor will apply to any person who possesses a special skill or knowledge in a particular field and has advanced academic education. This expertise may have been gained through special assignment, education or training.
- D. The term Special Instructor will apply to an Expert Instructor who has been evaluated and approved by the NYS Office of Public Safety.
- E. The term Instructor Evaluator will apply to any Certified Instructor with at least three years of instructing experience who successfully completes a four-hour Instructor Evaluator Workshop.
- F. The term Master Instructor will apply to any current Instructor Evaluator who is certified to teach the Instructor Development Course and evaluate others in training to do so.
- G. The term Special Topics Instructor will apply to any person who provides training or instruction in a field in which he/she possess a special skill or knowledge that he/she has gained through assignment, education or training.
- H. The required twenty-one hours of in-service training will be provided by instructors meeting the requirements outlined above with the exception of the Special Topics Instructor.

- I. A list of certified department instructors is listed in Attachment #1. This list will be updated annually.

VII. Specialized assignments

- A. Certain assignments within the department require specialized training. The department will provide assigned personnel with the required advanced, technical and job-specific training necessary to ensure adequate performance of these duties. In addition to this initial training, personnel will receive periodic in-service training to maintain and update their skills.
- B. A list of specialized training topics is listed in Attachment #2. A list of department personnel with specialized training is listed in Attachment #3. These lists will be updated annually.

VIII. First Line Supervisor

- A. All Macedon Police Officers promoted to the rank of Sergeant will complete the approved departmental first line supervisor training curriculum.
- B. All Macedon Police Officers promoted to the rank of Sergeant must successfully complete a first-line supervision course that meets or exceeds Municipal Police Training Council course requirements within one year of appointment. (Attachment #4)

IX. Management training

- X. All supervisors will receive annual training to enhance their supervisory skills. Such training will be approved by the Chief of Police.

XI. Training records

- A. The Chief of Police will appoint a department Training Officer. The Training Officer will:
 1. Report to the Chief of Police.
 2. Keep all training records up to date and properly documented for all personnel.
 3. Maintain all lesson plans and course curricula on all training provided by the department.
 4. Maintain copies of, or have access to, course curricula of training not sponsored by

the Macedon Police Department.

5. Maintain a list of the personnel who attended and successfully completed all types of training.
 6. Assist the Chief of Police to complete a yearly training report.
- B. All training records kept by the Training Officer will be maintained indefinitely.

By Order of the Chief of Police

John P. Colella

John P. Colella (Jan 19, 2022 15:54 EST)

John P. Colella
Chief of Police
Dated this 19th day of January, 2022