

	<b>RUTGERS UNIVERSITY POLICE DEPARTMENT WRITTEN DIRECTIVE SYSTEM</b>		<b>3:16</b>
	<b>PROFESSIONAL DEVELOPMENT &amp; TRAINING</b>		
	<b>Effective Date: 11-27-2019</b>	<b>Supersedes: 3:16 (07-18-2018)</b>	

### **3:16-1 PURPOSE**

The purpose of this directive is to codify this department's philosophy regarding the professional development of its personnel. Professional development is designed to improve the knowledge, skills, abilities and attitudes of all personnel.

### **3:16-2 POLICY**

Training has often been cited as one of the most important responsibilities in any law enforcement agency. Therefore, it is the policy of this department to train its employees and provide counseling, professional development opportunities and assistance to employees in choosing, preparing, entering and/or progressing in agency job assignments.

### **3:16-3 GENERAL**

- a. Professional development is a structured process that is utilized to provide opportunities for individual growth and development at all levels of the organization. Meeting current and long range goals and objectives in an efficient and effective manner is largely dependent upon the level of knowledge, skills, ability and attitude that all employees bring to their individual assignments, duties and responsibilities.
- b. This directive is designed to work closely with Directive 3:13 Performance Evaluations, to promote a balance between individual career goals and the agency's mission, core values, goals and objectives.
- c. All employees are strongly encouraged to advance their formal education by seeking college degrees or post-graduate degrees. This agency, to the extent possible, will facilitate such efforts through adjustment of work schedules and related responsibilities in comportment with the established collective bargaining agreements.
- d. Employees may participate, usually at their own expense, in law enforcement alumni associations and professional associations that have goals and objectives compatible with the law enforcement profession. In certain cases these training classes may be reimbursed by the agency; however these MUST be pre-approved by the appropriate division commander.
- e. While counseling and in-service training are key elements of any professional development program, the most essential component is the motivation of the individual employee to learn and grow professionally toward defined career goals. Progress toward attainment of personal goals can only come from the employee's own efforts. While the agency has a responsibility to provide certain growth opportunities, the employee is ultimately responsible for initiating and sustaining these activities.

### **3:16-4 CAREER COUNSELING**

- a. Career counseling serves to link identified employee career needs, desires and individual knowledge, skills, abilities and attitudes with available resources that will assist in the attainment of those personal and organizational goals and objectives.
- b. Career counseling shall be performed at all levels of the organization. Effective counseling, whether career counseling or otherwise, demands that supervisors know their subordinates in depth.
- c. Further, the formal performance evaluation process requires that supervisors observe their subordinate's on-the-job behavior in order to effectively rate their performance. Performance can be improved through effective counseling and training. These two concepts are indispensable to each other.
- d. Supervisors at all levels should meet regularly with their subordinates to identify career goals, reinforce organizational goals, and establish training needs. Supervisors should make recommendations for formalized training once these training needs are established.
- e. Supervisors will be provided formalized training intended to develop their career counseling skills when available.

### **3:16-5 TRAINING — GENERAL**

- a. Training is an on-going process intended to assist all members of the agency to do better in their present or future assignments or tasks by influencing their knowledge, skills, abilities and attitudes. This on-going process demands that supervisors of all ranks continually train their subordinates.
- b. Training serves three general purposes:
  - Well trained employees are generally better prepared to act decisively and correctly in a broad spectrum of situations;
  - Training results in greater performance, effectiveness and efficiency;
  - Training fosters cooperation and unity of purpose.

Training ensures that the needs of the agency are addressed. Training must be consistent with the agency's mission, core values, goals and objectives.
- c. Although the agency is responsible for training its workforce, employees are encouraged to seek training in all aspects of the policing profession. Supervisors should understand that better trained subordinates require less direct supervision enabling them to concentrate more on people rather than the details of the tasks that are performed.
- d. Continual training allows agency personnel to be guided more by ethical conduct than by rule and regulation.
- e. Training takes on many forms and is available from many sources. Training should not be considered as just formalized training courses. Undoubtedly, the best training resources in this department come from within, meaning from the agency itself. Supervisors should recognize that subject matter experts on a wide range of topics exist in all ranks of this department. Supervisors should identify the strengths and weaknesses of their subordinates and take the

necessary steps to have those subordinates with strengths assist those with weaknesses.

*For example, an employee with weak report writing skills should be afforded the opportunity to receive assistance from another employee with strong report writing skills. Employees with strong computer skills should be given an opportunity to instruct or tutor employees with weak computer skills. The supervisor should coordinate this training.*

- f. All training must be documented and become part of an employee's permanent training record, including: the date of the training, the types of training received, and any certificates received.
- g. The agency's records management system maintains a master training file for all training program which agency employees attend. This file contains:
  - A listing of the course name or topic;
  - The organization or entity which presented the training;
  - The date of the training.
- h. Supervisors are encouraged to review their employee's training files in order to assess their subordinate's training and career development needs.

### **3:16-6 AGENCY TRAINING**

- a. Agency personnel assigned to the training function as instructors shall attend a Police Training Commission approved training in Methods of Instruction or receive comparable training, minimally consisting of:
  - 1. Lesson plan development;
  - 2. Performance objective development;
  - 3. Instructional techniques;
  - 4. Testing and evaluation techniques; and
  - 5. Resource availability and use.
- b. Agency instructors will forward records of each training class conducted to the training supervisor for filing within the agency's master training file and employee personnel files. These records will minimally include:
  - 1. A description of course content (lesson plan as described below at 3:16-6(c);
  - 2. A listing of agency attendees; and
  - 3. Documentation of attendee performance as measured by tests, if administered.
- c. Lesson plans and related records shall be permanently retained by the agency training coordinator.
- d. Lesson plans shall minimally include:
  - 1. A statement of goals, performance objectives, and job related activities;
  - 2. The training content (what is being delivered) and the appropriate instructional technique; including but not limited to:
    - Lecture
    - Group discussion
    - Seminars

- Computer assisted instruction
  - Simulations
- 3. A list of resources used in the development of the curriculum;
- 4. A list of resources required in the delivery of the program and
- 5. The identification of any testing instruments or methodology to assess whether the knowledge, skills, or abilities have been learned, retained, or enhanced. (A copy of the test or rating instrument shall be submitted along with the lesson plan for approval.)
- e. The lesson plan approval process includes:
  1. Lesson plans in any training topic may be obtained from a certified police training academy or other academic institution. The lesson plan shall be submitted to the training supervisor for approval. Typically, a preformatted lesson plan from one of these sources will ordinarily be approved.
  2. The lead instructor assigned to implementing or presenting a training course is responsible for the completion and submission of a lesson plan to the training supervisor prior to instructing the course. The lesson plan should ensure that the training topic is sufficiently addressed and is properly sequenced with supplemental training aids (handouts, slides, Microsoft PowerPoint®, video(s), electronic projection, overhead transparencies, etc.)
  3. The training supervisor, or designee, will review the lesson plan and grant approval or send it back to the author for modifications.
  4. The training supervisor will review all lesson plans prior to the annual training committee meeting to ensure they are current and up to date.
  5. Lesson plans prepared by the agency's training supervisor are exempt from the approval process discussed in this section.
  6. Each lead instructor for the various agency training programs is responsible for updating lessons plans as necessary.
  7. The training supervisor shall assist personnel in developing lesson plans and identify training opportunity to assist agency instructors in honing their lesson plan development abilities.

### **3:16-7 TRAINING COMMITTEE**

- a. In order to facilitate the training process, this department will utilize a training committee.
- b. The Training Committee will nominally be composed of all division and bureau commanders and the training supervisor.
- c. The PSD Training Supervisor as having the widest perspective and an understanding of operational needs shall serve as the de facto head of the committee.
- d. The Chief of University Police may appoint additional agency personnel as appropriate based upon the recognized needs of the agency.
- e. Training committee members can assist in identifying and evaluating training needs, and developing and implementing training programs. Training needs can be identified through observation of performance, requests for training, or

through job-task analyses. Evaluation of training can also be accomplished through these methods.

- f. The Training Committee shall meet at least annually and select training topics for the year based upon their observations, employee's performance evaluations, policing trends, community needs, and budgetary constraints. The Training Committee has the authority to select topics for consideration and final approval by the Chief of Police.

### **3:16-8 TRAINING SUPERVISOR**

- a. Each regional division shall designate a supervisor the role of training supervisor; each regional supervisor shall work in conjunction with the department's training supervisor within the Professional Standards Division.
- b. This supervisor shall be responsible for acting upon the recommendations of the training committee and assigning agency personnel to in-service training, remedial, specialized, outside and supervisory training within the financial confines established by the Chief of University Police and with the approval of the operations division commander.
- c. The training supervisor is responsible for:
  - 1. Maintaining a computerized master training file described at: 3:16-5(f).
  - 2. Ensuring employee records are updated following their participation in training programs.
  - 3. Develop and review lesson plans for department in-service training, *as needed*.
  - 4. Develop and review materials for roll call training sessions, as needed.
  - 5. Recruitment and selection of qualified instructors for training programs.
  - 6. Evaluation of instructor effectiveness and program content.
  - 7. Coordination of all training (internal and external) including:
    - Preparation of training course registrations
    - Written notifications to employees regarding scheduled training
  - 8. Coordination of departmental instructors conducting training sessions at external locations.
  - 9. Inspection of all equipment and supplies required to accomplish the training function and requests for acquisition of new or depleted supplies and equipment.
  - 10. Establish a liaison with the local police training academies.
  - 11. Supervision of the field-training program.
- d. The training supervisor shall establish and maintain a resource library of courses and training manuals for reference and use by members of this department. This resource library may be used by any member of this department for research, operational or practical purposes.

### **3:16-9 POLICE RECRUIT TRAINING**

- a. Before a law enforcement officer can attend the Basic Course for Police Officers at a commission-approved school, the newly appointed officer will undergo Agency Specific Training as required under N.J.A.C. 13:1-8.1.

- b. All basic police recruit training will be conducted at a police academy certified by the Police Training Commission as required under NJSA 18A:6-4.4.
  - 1. All basic recruit training will conform to the provisions of the Police Training Act, NJSA 52:17b-66, et seq.
  - 2. The Commission has the responsibility to administer the provisions of the Police Training Act and to prescribe the course of study that a law enforcement officer must successfully complete as a condition for permanent appointment.
  - 3. The Basic Course for Police Officers is based on performance objectives which were formulated after a task analysis study was conducted to identify the duties performed by county and municipal police officers.
  - 4. All recruits are required to successfully complete the course of instruction at the police academy unless granted a waiver under NJSA 52:17b-66, et seq.
  - 5. All recruits shall be provided with an academy orientation handbook at the time the academy training begins. The handbook is prepared and published by the academy as a means to orient recruits with the academy's rules and regulations; the academy rating, testing, and evaluation system; physical fitness and proficiency skill requirements; and daily training schedule.
- c. All sworn officers are required to successfully complete a recruit training program prior to assignment in any capacity in which the officer is allowed to carry a weapon or is in a position to make an arrest, except as part of this agency's formal field training program as discussed at directives 3:16-10 & 3:17 et. seq.
- d. The training supervisor shall maintain the recruit training records in the training files.
- e. Upon graduating from a police academy, recruit officers will receive copies of and training in the Written Directive System, including all policies, procedures, rules and regulations.
- f. Upon graduating from a police academy, recruit officers will receive training in the accreditation process.

### **3:16-10 FIELD TRAINING**

- a. The Field Training and Evaluation Program for recruit officers is discussed in Directive 3:17.
- b. All sworn employees are required to successfully complete this agency's field training program (as described above) prior to being assigned to any position without direct supervision.
- c. The Field Training and Evaluation Program follows a curriculum based on tasks of the most frequent duties of sworn personnel who complete the recruit training and uses evaluation techniques designed to measure competency in the required knowledge, skills and abilities of the position.
- d. The Training Program for new supervisors is discussed in depth in Directive 3:18.
- e. The Training Program for communications staff is discussed in Directive 13:4.

### **3:16-11 IN-SERVICE TRAINING**

- a. In-service training is conducted to ensure that personnel (sworn & non-sworn) are kept up to date with new laws, changes to existing laws, court decisions, guidelines, technological improvements, and revisions in agency policy, procedures, rules and regulations.
- b. To this end, the training supervisor will periodically publish training memorandums discussing these topics.
- c. A matrix of all regularly occurring in-service training has been permanently attached to this directive as Appendixes A & B (sorted by topic and by frequency) and provides a brief description of the in-service training programs and the frequency at which they are repeated.
- d. In-service training will generally be conducted at a police training commission approved police training facility, municipal police facility, or at this agency during designated departmental training days.
- e. Initial & in-service training requirements for civilian employees are discussed in depth at Directive 2:19, specifically at section 2:19-5.
- f. Training days are not regularly scheduled, but rather will be scheduled as needed to fulfill agency training requirements.
- g. In-service training will be scheduled through, and often initiated by, the training supervisor.
- h. Personnel are required to attend all training assignments when scheduled. It is recognized that scheduled and unscheduled absences may interfere with scheduled training. Reasons include, but are not limited to: court; sick or injury leave; vacation; other training assignments.
- i. Notices of training are generated sufficiently in advance to preclude any conflicts with court or vacation. It is the individual employee's responsibility to bring any conflicts to the attention of their immediate supervisor so that they can be resolved beforehand. Secondary employment or agency overtime shall not interfere with an in-service training assignment.
- j. The training supervisor shall maintain lesson plans for all in-service training courses conducted by this agency.
- k. Weapons and tactics training shall be presented and monitored by a certified instructor.

### **3:16-12 REMEDIAL TRAINING**

- a. It is incumbent upon supervisors to continually monitor their subordinate's performance to identify training needs. Individual personnel may also request remedial training to correct or improve their performance.
- b. As the name implies, the purpose of remedial training is to improve performance.
- c. Remedial training can be conducted at shift briefings, during counseling sessions, at in-service training, at outside training, or on the spot.
- d. **ALL** remedial training, whether requested or accomplished, **MUST** be documented and forwarded through the chain of command to the Operations Division Commander. This shall be documented on a Personnel Corrective Training Form.

- e. Typically all remedial training shall be completed no later than the next scheduled shift of the effected employee. Where remedial training cannot be accomplished within this timeframe; performance improvement plans should not extend beyond a ninety (90) day timeframe.
- f. Supervisors must monitor the employee's performance following the training to see if the training has achieved optimum or desired results.
- g. Employees unable to qualify with an authorized weapon will be provided remedial training in the use of that weapon prior to assuming official duties. This training shall be presented and monitored by an instructor certified for the respective weapons system.
- h. The attending supervisor, watch commander or the division commander, if indicated, should recommend additional remedial training.

### **3:16-13 SPECIALIZED TRAINING**

- a. Specialized job assignments require the development or enhancement of specialized skills, knowledge and abilities. These skills, knowledge, and abilities include, but are not limited to:
  - Accreditation Management;
  - Internal Affairs;
  - Recovering latent fingerprints and palm-prints;
  - Crime scene processing;
  - Collection of DNA Evidence;
  - Photographing crime and crash scenes;
  - Preparing crime or crash scene sketches;
  - Arson Investigation;
  - Crash investigation;
  - Crash reconstruction;
  - Vehicle dynamics;
  - Interview and interrogation;
  - Firearm Instruction;
  - 9-1-1 basic or E.M.D. training
- b. Many of these skills require retraining when best practices evolve or are improved with the advent of specific technologies. Supervisors of these personnel should remain in tune to these requirements and ensure necessary training is completed as required.
- c. Division Commanders must ensure that their staff members are provided with any applicable specialized training at the earliest opportunity upon transfer or assignment to their respective division.
- d. While most specialized skills will be learned at an outside training course, experienced agency personnel shall provide training in these specialized skills as required.
- e. Supervisory personnel whose subordinates have attended these specialized schools may also attend training classes in these topics (if not already done) to gain an understanding of the disciplines involved. This supervisory training will



provide training in the necessary management, administration, supervision, policies and procedures to provide the subordinate with the necessary support services. This will serve to enhance supervised on the job training.

- f. The communications function requires specialty skills that are not typically learned in a formal training class. While the 9-1-1 and EMD classes provide the necessary basic skills and certification necessary to work in the communications center, supervised hands-on training is required. Communications supervisors shall be extra attentive to newly hired public safety telecommunicators and provide one-on-one training where indicated.
- g. Members of this agency who are assigned to the Emergency Response Teams shall participate in training and readiness exercises on a periodic basis as organized and scheduled by the team commander. Agency personnel shall be responsible for documenting the ERT training and readiness exercises and forwarding documentation to the training supervisor for future reference.

### **3:16-14 OUTSIDE TRAINING PROCESS**

- a. Requests for outside training shall be documented and forwarded to the appropriate division commander through the chain of command. Each level of command will review the request and either approve it, deny it or remand the request back to the employee or supervisor for further explanation or justification.
- b. Supervisors shall ensure that requests are job related and in comportment with the organization's mission, core values, goals and objectives.
- c. The training supervisor shall make every effort to accommodate the approved training request dependent on funds, staffing needs and course availability.
- d. If the employee is to be scheduled to attend a training program outside of the agency, the employee should be notified by special order as far in advance as possible. The notice should be transmitted electronically with respective commanding officers and supervisors notified to ensure necessary scheduling adjustments can be made.
- e. After attending a formalized training class or seminar, each employee attending the class or seminar is required forward a copy of any course certificate and a copy of any course manual or curriculum directly along with a completed Training Attendance Report (3:16c) to the training supervisor. This process will ensure that the employee is credited for attending the course.
  - The only exception will be those training programs which do not issue a certificate on site, in those cases employees are required to complete and submit a memorandum detailing their attendance at the training program.
  - The copy of the course certificate and Training Attendance Report will become part of the employee's training file.
- f. The training supervisor will maintain the course manual, textbooks or curriculum in the department's resource library for reference or discovery purposes. Normally, the course manual, textbooks, or curriculum will be copied for the employee. The originals are property of the department and will be retained for future reference.

- g. Note: The course manual, textbooks or curriculum may be too cumbersome for the employee to copy. In this case, employees should forward a photocopy of the textbook's cover and copyright page for filing.
- h. After successfully completing an outside training course, employees may be required to instruct other employees in the topic so that others may also benefit from the training.
- i. Employees attending outside formalized training courses should avail themselves of the use of a departmental vehicle, if available. If no departmental vehicle is available, employees may use their personal vehicle. Reimbursement for mileage incurred in a personal vehicle shall only be considered if no departmental vehicle is available and only between headquarters and the course location and back. All requests for reimbursement must be submitted on University's Travel and Business Expense Report (*TABER*) along with an original receipt (*if applicable*) to the chief of police for processing. (*see Directive 2:12 – Purchasing Process*)
- j. The Chief of Police may authorize an employee to maintain custody of an agency vehicle for multiple days in the case of a training course sustained for more than one day.
- k. Employees attending outside formalized training courses must be appropriately attired in the uniform of the day, formal or casual business attire or as designated on the training notice.
- l. Under the provisions of Article 41, Section 8 of the FOP-P contract, "an officer may request permission to attend, without loss of pay but at his/her own expense, a training course that will specifically enhance skills required by the officer's duties. Such request must be made in writing to the Chief, through the chain of command, as early as possible. The department will advise the officer whether permission has been granted."
- m. Under the provisions of Article 41, Section 8 of the FOP-P contract, "When the department requires an officer to attend a training course on his/her day off, he/she will be given an alternate day off. The alternate day will be at the discretion of the department."
- n. This department will incur the cost of agency-assigned formalized training classes, including course fees, books and materials.
- o. When an agency employee is assigned to attend a training program more than one-hundred (100) miles from the employee's place of residence or official work site the employee is considered to be in travel status and may be entitled to reimbursement for lodging and meals, University Policy 40.4.1 provides specific provisions which must be met regarding reimbursement.
- p. Legacy UMDNJ Employees who are required to travel between campuses to attend department approved training shall be provided with one way travel time as follows:
  - 1. Between Newark & Piscataway/New Brunswick – 45 minutes
  - 2. Between Piscataway/New Brunswick & Camden – 1 hour
  - 3. Between Newark & Camden – 1 hour, 45 minutes

**Note:** The provisions of this section do not apply to firearms training.

### **3:16-15      SHIFT BRIEFING**

- a. Remedial training and in-service training may be conducted during shift briefing. Outside training courses are not intended to replace shift briefing as a training medium.
- b. Shift briefing training is a technique that will supplement all other training. The goal of this training is to keep officers up to date between more formal training sessions.
- c. Topics for shift briefing training include, but are not limited to:
  - Review of agency directives, policy, procedures, rules and regulations, with an emphasis on changes;
  - Ethics and integrity;
  - Statutory or case law, with an emphasis on changes;
  - Firearms/Range safety;
  - Motor Vehicle Stop Techniques;
  - Officer survival techniques;
  - Special operations and unusual occurrences;
  - Topics of recent training memorandums;
  - Collection and preservation of evidence;
  - Report writing;
  - Domestic Violence;
  - Radio discipline;
  - Attorney General and Prosecutor guidelines; and
  - Criminal investigation techniques.
- d. Watch commanders and patrol sergeants have great latitude in selecting topics for shift briefings. Shift briefings must be compatible with the agency's mission, core values, and policies, goals and objectives.
- e. Training in any topic selected should be planned ahead of time. Planning ahead of time does not require a complex process, but does establish a basis for the shift briefing ahead of time. This planning facilitates the instruction and provides a basis for documentation. Shift briefing training should be supplemented with handout material whenever possible.
- f. This shift briefing training should be succinct. Generally, the instruction and ancillary discussion should be no more than 5-10 minutes in length.
- g. The shift briefing training shall be documented for inclusion in the master training files. The Daily Operations Report has a section for this use. A copy of the Supervisor's Daily Report shall be forwarded to the Training Supervisor when it includes training.
- h. Although supervisors are responsible for ensuring that this training is provided, this agency is rich in subject-matter experts in a variety of topics. Supervisors shall make maximum use of their personnel to provide training to others.

### **3:16-16      CLEAR INSTITUTE**

- a. New Jersey Attorney General's Law Enforcement Directive 2016-05 (10-04-2016) established the Community-Law Enforcement Affirmative Relations Continuing Education Institute, herein "CLEAR."
- b. CLEAR requires that all sworn officers by this department attend, on an annual basis, at least three (3) credit hours of qualifying continuing education in a variety of established topics.
- c. The agency training coordinator, within the Professional Standards Division, shall certify in writing to the Director of the Division of Criminal Justice on an annual basis: 1) the number of sworn officers employed by the agency who satisfactorily participated in the required number of qualifying continuing education credit hours during the preceding calendar year and 2) identifying the steps that will be taken to ensure that any officer who did not participate in the required number of qualifying continuing education credit hours in the preceding year satisfies that year's requirement as soon as practicable.

**DIRECTIVE 3:16 – PROFESSIONAL DEVELOPMENT & TRAINING – APPENDIX A  
IN-SERVICE TRAINING TOPICS – BY TOPIC**

<b><u>Topic</u></b>	<b><u>Description</u></b>	<b><u>Position(s)</u></b>	<b><u>Frequency</u></b>
Accreditation Manager	Specialized accreditation manager training regarding policy development, accreditation process and locating proofs of compliance.	Accreditation Manager	Upon Assignment
Accreditation Training	Overview of the CALEA Accreditation Process.	All Newly Appointed Employees	Within 30 days of employment
Accreditation Training	Overview of the CALEA Accreditation Process.	All Agency Employees	Prior to on-site
Alcotest Recertification	Required certification on the Alcotest for operators.	Alcotest Operators	Triennial
Background Investigations	Training regarding how to conduct a background investigation including legal aspects.	Background Investigators	Upon Assignment
Basic Telecommunicator	Training in Basic Telecommunicator through a NJ OETS approved training curriculum.	All Public Safety Telecommunicators	Triennial Upon Appointment
Bias Based Profiling	Training regarding cultural diversity and the prohibition against discriminatory profiling. This training shall include a discussion of the legal aspects of bias based policing, including federal and state constitutional guarantees of the equal protection of the laws.	All Sworn Employees All Security Employees All Communications Staff	Annual Upon Appointment
Bloodborne Pathogens	Training regarding exposure controls and University Exposure Control Plan as described at Directive 7:26	All Sworn Employees	Annual
Body Worn & Mobile Video Cameras (MVR & BWCs)	Training on usage of Body Worn & Mobile Video Camera (BWCs) including usage, retention, tagging and associated requirements.	All Sworn Employees	Upon Appointment
CJIS Training - Full	Training regarding the applicable procedures, regulations and directives relating to Criminal Justice Information Systems (CJIS) including, but not limited to NCIC, III, NJLETS & AOC Systems NLETS	All Communications Staff All Investigations Staff	Annual Upon Appointment
CJIS Training – Limited	Training regarding the limited CJIS functionality accessible via agency owned Mobile Data Computers	All MDC Users	Annual

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IN-SERVICE TRAINING TOPICS – BY TOPIC**

<b><u>Topic</u></b>	<b><u>Description</u></b>	<b><u>Position(s)</u></b>	<b><u>Frequency</u></b>
Clery Act	Training in the aspects of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.	Employees assigned to Clery Compliance	Upon Appointment As needed
Closed Circuit Television (CCTV)	Training commensurate with their expected and designated use of the University's CCTV system.	All Communications Staff All Investigations Staff Assigned CSOs	Upon Assignment
Community Service Officer Initial Training	Initial training provided prior to being permitted to work as provided by the New Jersey College and University Public Safety Association	All Community Service Officers	Upon Appointment
Conducted Energy Device (CED) Qualifications	Demonstrated proficiency with agency CEDs comportment with NJ Attorney General's Guideline and manufacturer's (Axon) requirements.	All Sworn Employees assigned CEDs	Annual Upon Appointment
Criminal Intelligence	Training regarding collection, processing, and sharing of suspicious incidents and criminal intelligence relating to criminal and homeland security activities.	All Sworn Employees	Upon Appointment As needed
Critical Incidents	Training on the agency's "All Hazard" plan and Chapter 8 Directives.	Effectuated Employees	Annual
Domestic Violence	Training of at least four hours on Domestic Violence procedures covered in Directive 7:19-1.	All Sworn Employees Public Safety Telecommunicators	Annual
Emergency Medical Dispatching	Training in Emergency Medical Dispatching through a NJ OETS approved training curriculum.	All Public Safety Telecommunicators	Triennial Upon Appointment
Emergency Medical Technician	Recertification in Emergency Medical Technician in accordance with the requirements of the NJ Office of Emergency Medical Services (OEMS) .	Police EMTs	Triennial <i>(or as established by NJ OEMS)</i>
Emergency Notification System (ENS)	Training regarding activation procedures for the University's Emergency Notification System (ENS).	All Sworn Supervisors All Communications Staff	Initial or Upon Promotion, and/or as needed
Ethics & Professional Conduct	Training on the tenants of directives 1:5 & 1:6.	All Agency Employees	Biennial
FERPA	Training on The Family Educational Rights and Privacy Act (FERPA)	All Employees	Annual

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IN-SERVICE TRAINING TOPICS – BY TOPIC**

<b><u>Topic</u></b>	<b><u>Description</u></b>	<b><u>Position(s)</u></b>	<b><u>Frequency</u></b>
Firearms Qualifications	Demonstrated proficiency with agency firearms comportment with Appendix A to the NJ Attorney General's Guidelines on Firearms.	All Sworn Employees	Semi-Annual
Harassment Prevention Training	Training on prevention of sexual and other unlawful forms of harassment consistent with University Policy 60.1.12.	All Agency Employees	Upon Appointment & Periodic Refresher
Hazardous Materials	Awareness level training for events involving hazardous materials	All Sworn Employees	Annual
Instructor Training	Training for agency instructors on the development of lesson plans and performance objectives, techniques on instruction, testing and evaluation and resource availability and use.	All Agency Instructors	Upon Appointment
Internal Affairs	New Jersey Division of Criminal Justice (DCJ) Internal Affairs training as mandated under NJ Attorney General's Guidelines.	Internal Affairs Personnel	Upon Appointment
Missing or Exploited Children	Training regarding missing or exploited children related to the responsibilities of call takers, dispatchers and communications supervisors.	All Communications staff	Upon Appointment
Mental Illness	Training regarding the interaction of agency employees with persons suspected of suffering from mental illness.	All Agency Employees	Annual
Monadnock™ Expandable Baton Proficiency Training	In-service training and demonstrated proficiency with Monadnock™ Expandable Baton (MEB)	All Sworn Employees Carrying MEBs	Biennial
Motor Vehicle Pursuit	Training regarding the application and provisions of department directive 10:17 to minimally include: a review of applicable statutes; a familiarization with Attorney General and Prosecutor Guidelines; training in the use of agency-authorized roadblocks and forcible stopping techniques; and decision making skills.	All Sworn Employee All Communications staff	Semi-Annual
New Employee Training	Training regarding the agency's role, purpose, goals, policies, & procedures; working conditions & regulations and responsibilities and rights of employees.	Newly Appointed Employees	Upon Appointment

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IN-SERVICE TRAINING TOPICS – BY TOPIC**

<b><u>Topic</u></b>	<b><u>Description</u></b>	<b><u>Position(s)</u></b>	<b><u>Frequency</u></b>
Oleoresin Capsicum (OC) Proficiency Training	In-service training and demonstrated proficiency with Oleoresin Capsicum	All Sworn Employees	Biennial
Processing Facility Training	Training regarding agency procedures for monitoring temporarily detained individuals in the processing & temporary detention facilities.	All Sworn Employees	Triennial
Recruitment	Training in acceptable recruitment techniques and personnel matters (salary, benefits, etc) particularly equal employment.	Agency Recruiters	Upon Assignment
Security Escort Services	Training designed to orient employees performing security escort services to the responsibilities of the assignment and in the safe operation of their designated vehicle.	Personnel assigned to security escort services	Upon Assignment
Special Purpose Vehicle Training	Training required to operate a special purpose vehicle.	Assigned Employees	Upon assignment
Speed Measuring Devices (Radar)	Training regarding the proper care and use of speed measuring equipment	All Sworn Employees	Triennial
Tactical Team	Training intended to build and maintain proficiency in tactical team skills.	Employees assigned to tactical teams	Upon Appointment As needed
TDD/TTY/SMS Text	Training in the processing calls for services received through TDD/TTY/SMS Text.	Telecommunicators	Semi-Annual Upon Appointment
UCR / NIBRS	Training in reporting consistent with the requirements of the Uniform Crime Report (UCR) and National Incident Based Reporting System (NIBRS).	Employees assigned to UCR/NIBRS Compliance	Upon Appointment As needed
Use of Force	Training in the aspects of Directive 1:8	All Sworn Employees	Semi-Annual



**DIRECTIVE 3:16 – PROFESSIONAL DEVELOPMENT & TRAINING – APPENDIX B  
IN-SERVICE TRAINING TOPICS – BY FREQUENCY**

<b>Topic</b>	<b>Description</b>	<b>Position(s)</b>	<b>Frequency</b>
Bias Based Profiling	Training regarding cultural diversity and the prohibition against discriminatory profiling. This training shall include a discussion of the legal aspects of bias based policing, including federal and state constitutional guarantees of the equal protection of the laws.	All Sworn Employees All Security Employees All Communications Staff	Annual Upon Appointment
Bloodborne Pathogens	Training regarding exposure controls and University Exposure Control Plan as described at Directive 7:26	All Sworn Employees	Annual
CJIS Training - Full	Training regarding the applicable procedures, regulations and directives relating to Criminal Justice Information Systems (CJIS) including, but not limited to NCIC, III, NJLETS & AOC Systems NLETS	All Communications Staff All Investigations Staff	Annual Upon Appointment
CJIS Training – Limited	Training regarding the limited CJIS functionality accessible via agency owned Mobile Data Computers	All MDC Users	Annual
Conducted Energy Device (CED) Qualifications	Demonstrated proficiency with agency CEDs comportment with NJ Attorney General's Guideline and manufacturer's (Axon) requirements.	All Sworn Employees assigned CEDs	Annual Upon Appointment
Critical Incidents	Training on the agency's "All Hazard" plan and Chapter 8 Directives.	Effectuated Employees	Annual
Domestic Violence	Training of at least four hours on Domestic Violence procedures covered in Directive 7:19-1.	All Sworn Employees Public Safety Telecommunicators	Annual
FERPA	Training on The Family Educational Rights and Privacy Act (FERPA)	All Employees	Annual
Hazardous Materials	Awareness level training for events involving hazardous materials	All Sworn Employees	Annual
Mental Illness	Training regarding the interaction of agency employees with persons suspected of suffering from mental illness.	All Agency Employees	Annual
Ethics & Professional Conduct	Training on the tenants of directives 1:5 & 1:6.	All Agency Employees	Biennial

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IN-SERVICE TRAINING TOPICS – BY FREQUENCY**

<b>Topic</b>	<b>Description</b>	<b>Position(s)</b>	<b>Frequency</b>
Monadnock™ Expandable Baton Proficiency Training	In-service training and demonstrated proficiency with Monadnock™ Expandable Baton (MEB)	All Sworn Employees Carrying MEBs	Biennial
Oleoresin Capsicum (OC) Proficiency Training	In-service training and demonstrated proficiency with Oleoresin Capsicum	All Sworn Employees	Biennial
Emergency Notification System (ENS)	Training regarding activation procedures for the University's Emergency Notification System (ENS).	All Sworn Supervisors All Communications Staff	Initial or Upon Promotion, and/or as needed
Accreditation Training	Overview of the CALEA Accreditation Process.	All Agency Employees	Prior to on-site
Firearms Qualifications	Demonstrated proficiency with agency firearms comportment with Appendix A to the NJ Attorney General's Guidelines on Firearms.	All Sworn Employees	Semi-Annual
Motor Vehicle Pursuit	Training regarding the application and provisions of department directive 10:17 to minimally include: a review of applicable statutes; a familiarization with Attorney General and Prosecutor Guidelines; training in the use of agency-authorized roadblocks and forcible stopping techniques; and decision making skills.	All Sworn Employee All Communications staff	Semi-Annual
TDD/TTY/SMS Text	Training in the processing calls for services received through TDD/TTY/SMS Text.	Telecommunicators	Semi-Annual Upon Appointment
Use of Force	Training in the aspects of Directive 1:8	All Sworn Employees	Semi-Annual
Alcotest Recertification	Required certification on the Alcotest for operators.	Alcotest Operators	Triennial
Basic Telecommunicator	Training in Basic Telecommunicator through a NJ OETS approved training curriculum.	All Public Safety Telecommunicators	Triennial Upon Appointment
Emergency Medical Dispatching	Training in Emergency Medical Dispatching through a NJ OETS approved training curriculum.	All Public Safety Telecommunicators	Triennial Upon Appointment
Emergency Medical Technician	Recertification in Emergency Medical Technician in accordance with the requirements of the NJ Office of Emergency Medical Services (OEMS) .	Police EMTs	Triennial <i>(or as established by NJ OEMS)</i>

**DIRECTIVE 3:16 – PROFESSIONAL DEVELOPMENT & TRAINING – APPENDIX B  
IN-SERVICE TRAINING TOPICS – BY FREQUENCY**

<b><u>Topic</u></b>	<b><u>Description</u></b>	<b><u>Position(s)</u></b>	<b><u>Frequency</u></b>
Processing Facility Training	Training regarding agency procedures for monitoring temporarily detained individuals in the processing & temporary detention facilities.	All Sworn Employees	Triennial
Speed Measuring Devices (Radar)	Training regarding the proper care and use of speed measuring equipment	All Sworn Employees	Triennial
Body Worn & Mobile Video Cameras (MVR & BWCs)	Training on usage of Body Worn & Mobile Video Camera (BWCs) including usage, retention, tagging and associated requirements.	All Sworn Employees	Upon Appointment
Clery Act	Training in the aspects of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.	Employees assigned to Clery Compliance	Upon Appointment As needed
Community Service Officer Initial Training	Initial training provided prior to being permitted to work as provided by the New Jersey College and University Public Safety Association	All Community Service Officers	Upon Appointment
Criminal Intelligence	Training regarding collection, processing, and sharing of suspicious incidents and criminal intelligence relating to criminal and homeland security activities.	All Sworn Employees	Upon Appointment As needed
Instructor Training	Training for agency instructors on the development of lesson plans and performance objectives, techniques on instruction, testing and evaluation and resource availability and use.	All Agency Instructors	Upon Appointment
Internal Affairs	New Jersey Division of Criminal Justice (DCJ) Internal Affairs training as mandated under NJ Attorney General's Guidelines.	Internal Affairs Personnel	Upon Appointment
Missing or Exploited Children	Training regarding missing or exploited children related to the responsibilities of call takers, dispatchers and communications supervisors.	All Communications staff	Upon Appointment
New Employee Training	Training regarding the agency's role, purpose, goals, policies, & procedures; working conditions & regulations and responsibilities and rights of employees.	Newly Appointed Employees	Upon Appointment
Tactical Team	Training intended to build and maintain proficiency in tactical team skills.	Employees assigned to tactical teams	Upon Appointment As needed

**DIRECTIVE 3:16 – PROFESSIONAL DEVELOPMENT & TRAINING – APPENDIX B  
IN-SERVICE TRAINING TOPICS – BY FREQUENCY**

<b><u>Topic</u></b>	<b><u>Description</u></b>	<b><u>Position(s)</u></b>	<b><u>Frequency</u></b>
UCR / NIBRS	Training in reporting consistent with the requirements of the Uniform Crime Report (UCR) and National Incident Based Reporting System (NIBRS).	Employees assigned to UCR/NIBRS Compliance	Upon Appointment As needed
Harassment Prevention Training	Training on prevention of sexual and other unlawful forms of harassment consistent with University Policy 60.1.12.	All Agency Employees	Upon Appointment & Periodic Refresher
Accreditation Manager	Specialized accreditation manager training regarding policy development, accreditation process and locating proofs of compliance.	Accreditation Manager	Upon Assignment
Background Investigations	Training regarding how to conduct a background investigation including legal aspects.	Background Investigators	Upon Assignment
Closed Circuit Television (CCTV)	Training commensurate with their expected and designated use of the University's CCTV system.	All Communications Staff All Investigations Staff Assigned CSOs	Upon Assignment
Recruitment	Training in acceptable recruitment techniques and personnel matters (salary, benefits, etc) particularly equal employment.	Agency Recruiters	Upon Assignment
Security Escort Services	Training designed to orient employees performing security escort services to the responsibilities of the assignment and in the safe operation of their designated vehicle.	Personnel assigned to security escort services	Upon Assignment
Special Purpose Vehicle Training	Training required to operate a special purpose vehicle.	Assigned Employees	Upon assignment
Accreditation Training	Overview of the CALEA Accreditation Process.	All Newly Appointed Employees	Within 30 days of employment