



TOWN OF SENECA FALLS POLICE DEPARTMENT

GENERAL ORDER



GENERAL ORDER #: 203	RESCINDS: 07/01/13
SUBJECT: Training	NYS ACCREDITATION: 32.1, 32.3, 32.4, 33.1, 33.2, 33.3, 34.1, 34.2, 35.1, 35.2, 35.3
EFFECTIVE DATE: 06/15/2021	
BY ORDER OF: Stuart W. Peenstra, Chief of Police	

I. PURPOSE

To establish policy regarding training aspects associated with basic recruit training, in-service training, supervisory training, as well as the maintenance of records pertaining to such and to comply with various training requirements as promulgated by the Municipal Police Training Council (MPTC) under the provisions of the New State Executive Law, Section 840.

II. POLICY

- A.** It is the policy of the Seneca Falls Police Department that all sworn personnel attend and successfully complete the Basic Course for Police Officers within one year of appointment date. 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 Criminal Justice and Finger Lakes Law Enforcement Academy, and the Seneca Falls Police Department.
- C.** Sworn officers are prohibited from performing regular law enforcement duties prior to completing a basic course for police officers, unless accompanied by and under the direct supervision of a sworn officer with a valid basic course certificate. The certificate achieved from successfully completing a basic course must remain valid throughout a sworn officer's term of service. [Revised: 06/15/2021]

III. 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.
- B.** The Seneca Falls Police 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.

C. Part of the twenty-one hours will be devoted to the following areas:

1. Firearms training.
2. Legal updates.
3. Use of force.
4. Use of deadly physical force.
5. First Aid, CPR

D. The twenty-one hours of in-service training will be provided by certified instructors in accordance with Part 6023 or 6024 of the New York State Codes, Rules and Regulations. If the proposed instructor has not been certified, a certified instructor shall review and approve both the qualifications of the presenter and the content of the lesson plan.

IV. FIREARMS TRAINING

With the exception of authorized departmental or academy training, no officer or trainee will be authorized to carry or utilize any firearm in connection with the performance of their official duties until he/she has successfully completed the firearms training course provided by the Seneca Falls Police Department or academy. This training will additionally encompass the use of deadly physical force as pertaining to the policy of the Seneca Falls Police Department. Firearms training shall include actual time spent on the firing range.

V. LESS-THAN-LETHAL SUBSTANCES AND DEVICES

Members shall not be issued with less-than-lethal substances or devices (such as self-defense spray) unless they have successfully completed an initial training course for the substance or device. Members so equipped will receive periodic in-service training to maintain or enhance abilities.

VI. SPECIALIZED ASSIGNMENT

A. Certain assignments within the Seneca Falls Police Department require specialized training. The Seneca Falls Police 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 update their skills as needed.

B. The following positions are designated as specialized assignments:

1. Armorer
2. Breath Analysis Operator
3. OC Spray Instructor
4. Evidence Technician
5. Field Training Officer
6. Firearms Instructor
7. Police Baton Instructor
8. Police Instructor
9. Radar Operator
10. Taser Instructor

C. Specialized Training Requirements

1. **Armorer;**

Required Specialized Training: Successful completion of a course of study approved by the Chief of Police sponsored by a firearm manufacturer.

Updated Training: As required by the Seneca Falls Police Department and the firearm manufacturer.

2. **Breath Analysis Operator;**

Required Specialized Training: NYS OPS, Breath Analysis Operator Course.

Updated Training: As required by the Seneca Falls Police Department and OPS (re-certification).

3. **OC Spray Instructor;**

Required Specialized Training: A course of instruction approved by the Chief of Police and the manufacturer of oleoresin capsicum used by the department.

Updated Training: As required by the manufacturer and the Seneca Falls Police Department.

4. **Evidence Technician;**

Required Specialized Training: A Basic Course for Technicians provided by department personnel or the by Monroe, Ontario or Onondaga Public Safety Training Facility, Basic Technician School or Basic Photograph and Fingerprint school. Updated Training: As required by the Seneca Falls Police Department.

5. **Field Training Officer;**

Required Specialized Training: One of the above Public Safety Training Facilities, Field Training and Evaluation Seminar.

Updated Training: One of the Public Safety Training Facilities. (Includes bi-weekly FTO meetings while engaged in field training).

6. **Firearms Instructor;**

Required Specialized Training: NYS OPS, Firearm Instructor Course or Federal Bureau of Investigation Firearm Instructor Course.

Updated Training: As required by the Seneca Falls Police Department, OPS, or the Federal Bureau of Investigation.

7. **Police Baton Instructor;**

Required Specialized Training: Instructor certification course approved by the baton manufacturer.

Updated Training: As required by the Seneca Falls Police Department and the baton manufacturer.

8. **Police Instructor;**

Required Specialized Training: NYS OPS, Instructor Development Seminar.

Updated Training: As required by the Seneca Falls Police Department and OPS.

9. **Radar Operator;**

Required Specialized Training: NYS OPS, Radar Operator Course.

Updated Training: As required by the Seneca Falls Police Department and OPS.

10. **Taser Instructor;**

Required Specialized Training: Instructor certification course approved by Taser.

Updated Training: As required by the Seneca Falls Police Department and Taser.

VII. FIRST LINE SUPERVISOR

- A. All Seneca Falls Police officers promoted to the rank of sergeant will attend a first line supervisor's course within one year of appointment.
- B. The newly promoted sergeant must attend and successfully complete a course of study that meets or exceed the Municipal Police Training Council course requirements.
- C. First line supervisors and above will receive twenty-one (21) hours of annual training to enhance managerial skills. Private industry, professional seminars, college courses, and video are some of the sources that may be used to accomplish this training.

VIII. MANAGEMENT TRAINING

All Seneca Falls Police Department supervisors will receive annual training to enhance their managerial skills. Such training may be provided by the Seneca Falls Police Department, or any other source deemed appropriate by the department's training officer.

IX. TRAINING RECORDS

- A. The Chief of Police will designate a departmental training officer. The training officer will maintain training records for each Seneca Falls Police Officer's training history. Training records will include academy and field training (if sponsored by the Seneca Falls Police Department) and in- service or specialized training (whether conducted by Seneca Falls Police Department, one of the above Public Safety Training Centers, or any other agency). Training records will also include copies of any certificates of completion and/or certification. Original certificates will be returned to the officer.
- B. All employee training records will be stored in a location determined appropriate by the Chief of Police.
- C. The Training Officer will be responsible for the following tasks:
 - 1. To keep all training records up to date and properly documented on all personnel.
 - 2. To maintain all lesson plans and course curriculum on all types of training provided by the Seneca Falls Police Department.
 - 3. To maintain copies of, or have access to, course curriculum of training not sponsored by the Seneca Falls Police Department.
 - 4. To maintain a list of the personnel who attended and successfully completed all types of training.
 - 5. To complete a yearly training report.
 - 6. All training records kept by the Training Officer will be maintained indefinitely.