

GENERAL ORDER 33.2.3

In-Service, Roll Call and Advanced Training

GENERAL ORDER CROSS-REFERENCE: None.

SUMMARY

Describes the Department's in-service, roll call and advanced training.

DISCUSSION

None.

POLICY

I

All sworn members shall receive annual refresher training in the following: firearms qualification (conducted quarterly); agency policy, procedures, and rules and regulations, with emphasis on changes; statutory or case law affecting law enforcement operations, with emphasis on changes; ethics; the functions of agencies in the local criminal justice system; exercise of discretion in the decision to invoke the criminal justice process; emergency medical services; new or innovative investigative or technological techniques or methods; crime prevention policies and procedures; collection and preservation of evidence; and report writing and records system procedures and requirements. Other training which may be offered as appropriate includes: interrogation and interviewing techniques; agency policy on the use of force, including the use of deadly force; the performance evaluation system; emergency fire suppression techniques; hazardous materials incidents; contingency plans, including those relating to special operations and unusual occurrences; and crime scene processing.

II

The Professional Standards and Training Sergeant shall develop and maintain a regular series of roll-call training sessions. The Professional Standards and Training Sergeant shall determine the planning required for roll-call training; techniques used; the information to be disseminated, including information from the Department of Public Safety Standards and Training, District Attorney, and contemporary law-enforcement publications; instructional methods; instructional personnel (if other than the supervisor); evaluation of roll-call training; scheduling of training; and role of supervisors and officers.

III

Police officer recruits shall be trained in crime and accident scene processing. This training shall include potentialities and limitations of the examination of physical evidence; written directives concerning the role and function of the investigator, the patrol officer, and the crime scene specialists; collection methods and procedures regarding fingerprints, footprints, blood, fibers and fabrics, weapons, hairs, paint, glass, toolmarks, and the requirements for collection of materials from a known source for comparison purposes; preservation methods for various forms of evidence; maintenance of the chain of evidence, marking, custody, and records; the crime or accident scene sketch; crime or accident scene photography; and crime or accident scene records, including the use of the State of Oregon Traffic Crash Form.

IV

Newly assigned investigators, Major Accident Investigation Team members and property personnel shall be given specialized training in the: recovery of latent fingerprints and palm prints; recovery of foot, tool, and tire impressions; photographing crime or accident scenes; preparing crime or accident scene sketches; and collecting, preserving, and transmitting physical evidence, including biological materials.

Periodic refresher courses on the above shall also be given.

V

Advanced training, such as that given by the FBI National Academy, represents long term time and financial commitments by both the Department and the member.

Selection criteria: the following criteria will be used to select members to receive such training.

General criteria: members will be selected to receive advanced training based on their ability to use the training to the best advantage of the Department, their ability to teach and lead in the Department either formally or informally, if applicable, the significance of the loss of their services during the term of the training and the member's personal growth needs.

Specific criteria: criteria for the selection of members to attend advanced training will be developed as notification of the training opportunity becomes available. Such criteria will consider the Department need for the training in the future, the Department's ability to maintain services during the time the training is offered, the cost of the training and budget provisions or restrictions and the members who meet the training institution's criteria for acceptance to the program.

Assignment following training: prior to attendance at advanced training the selected member shall meet with the appropriate bureau commander and/or the Chief of Police to discuss appropriate assignments upon completion of training. Consideration in making changes to assignments will be given to the position that best utilizes the training in the long term, the members professional growth needs and the rank of the member. Members attending advanced

training are generally expected to extend their training to other members through formal and informal means in addition to their regular assignment.

Agency mandatory training requirements: upon completion of advanced training the selected member shall discuss with the Professional Standards and Training Sergeant the topics studied. The Professional Standards and Training Sergeant shall cause the appropriate records to be made to acknowledge the training in general, to record training required under the Oregon Law Enforcement Training Act and other mandatory training and to transmit a record of the training to the members training file at the Oregon Board on Public Safety Standards and Training.

Richard L. Lewis
Chief of Police