	ANDOVER POLICE DEPARTMENT GENERAL ORDER	Number: M1304 Page: 1 of 2 Distribution: All
Title: IN-SERVICE, BRIEFING & CALEA TRAINING		Section: Training
Issued: 08/30/2012	Effective: 09/07/2011	Revised: 09/25/2013
Rescinds: All Previous	Amends:	
CALEA References: 33.5.1, 33.5.2, 33.5.3, 33.5.4		
Review: Annual	Authority: Chief Michael A. Keller	

I. Purpose

The purpose of this General Order is to establish procedures for mandatory annual training, watch briefing training and CALEA accreditation training.

II. Policy

Rev. 10042012

To ensure that all personnel are kept up to date with new laws, technological improvements, and department related changes, and as required by KSA 74-5607a, officers will complete a minimum of 40 hours education and training directly related to law enforcement each training year. The training year commences July 1 and culminates June 30th the following year.

III. Definitions

A. **Training Year:** The training year commences July 1, and culminates June 30th of every year.

IV. Regulations

Rev. 10042012

A. Officers are responsible for obtaining 40 hours of education and training directly related to law enforcement each training year. Officers who fail to complete the forty hours of annual mandatory training may face decertification in addition to appropriate discipline [C].

B. Procedures

A. Annual Training (33.5.1)

Rev. 10042012

1. As mandated in KSA 74-5607a, all sworn officers must complete a minimum of 40 hours of training annually.

Rev. 10042012

2. The mandatory training may be designed to provide supervisory, management, or specialized training to participants.

Rev. 10042012

Rev. 09252013

3. Training will be structured in such a way to motivate experienced officers and to further the professionalism of the department and will include annually applicable legal updates.

Rev. 10042012

4. Officers are responsible for maintaining 40 hours of training each training year. Officers who fail to complete the forty hours of annual mandatory training may face administrative and/or disciplinary action or decertification.
5. The department will schedule three mandatory in-service training days per year (Spring, Summer, Fall) and two firearms training days per year. Members may seek additional training outside of the scheduled training days.

B. Watch Briefing Training (33.5.2)

1. On occasion, informal training sessions may be held at watch briefings to supplement other training and to keep officers up to date between formal training sessions.
2. Watch Commanders will usually instruct watch briefing training sessions and should plan the training by preparing a brief lesson plan with clear objectives and content of the training. Lesson plans and attendance records should be forwarded to the proper personnel in accordance with General Order M1301 Training: Organization and Administration.
3. The Training Supervisor should occasionally evaluate watch briefing trainings for effectiveness.

C. CALEA Accreditation Training (33.5.3)

1. All employees will be familiarized with the accreditation process. This familiarization should acquaint employees with the history and background of accreditation, the department's involvement in the process, the goals and objectives of accreditation, the advantages of accreditation and its impact on the department.
2. Familiarization with the accreditation process will be provided to employees as follows:
   a. Newly hired employees within thirty days after their employment begins (33.5.3a).
   b. All employees during the self-assessment phase of initial accreditation (33.5.3b); and
   c. All employees just prior to on-site assessments associated with each re-accreditation (33.5.3c)
3. CALEA Accreditation Managers will receive specialized Accreditation Manager training within one year of being appointed to the position (33.5.4)