

STANDARD OPERATING PROCEDURE		Reference No. Training -03
		Agency Greentown Police
Subject	Annual Department In-Service Training Program	No. of Pages 2
Special Instructions		Effective Date January 1, 2014

I. PURPOSE

The Greentown Police Department is establishing procedures and guidelines for Regular Deputies and Reserve Deputies to meet the annual department In-Service Requirements and insure that all training hours are accounted for and accurate.

II. POLICY

The Greentown Police Department requires all Regular and Reserve Deputies to complete 28 hours of annual training a year, included in the 28 hours, should be 2 hours of Firearms training, 2 hours of Emergency Vehicle Operation training & 2 hours of Defensive Tactics training and all state mandates; all of which is an Indiana Law Enforcement Academy requirement. Also, all Regular and Reserve Deputies are required to attend 4 out of the 9 monthly firearms training sessions.

All of this required training will be done with the Howard County Sheriff Department and with an Indiana Law Enforcement Academy certified instructor of the Howard County Sheriff Department.

State Mandates will be conducted in the following manner:

Even Calendar Years: Mental Illness, Addiction & Disabilities, Human Trafficking & Autism Training.

Odd Calendar Years: Domestic Violence & Child Abuse, SIDS, CPR & Heimlich Maneuver, Blood borne Pathogens & Hazardous Materials

Listed below is the Indiana Law Enforcement Academy mandated in-service training requirements for police officers:

Mental Illness, Addiction & Disabilities** - IC 5-2-1-9(g)

Human Trafficking (8 areas)** - IC 5-2-1-9(g) & IC 5-2-1-9(a)(10)

Autism* IC 5-2-1-9(g)

General Continuing Education Requirement - IC 5-2-1-9(g) Presently 24 hours annually – must include 2 hours in **Firearms**, 2 hours in **Physical Tactics/Use of Force** and 2 hours in **Police Vehicle Operation**.

Officers should receive some training in all of the IC 5-2-1-9 requirements each year. The areas specifically required in IC 5-2-1-9 can be used to partially satisfy the 24-hour requirement.

Under State/County/Local Continuing Education Laws

(State: 5-2-8-5; County: 5-2-8-1; Local: 5-2-8-2; Conservation: 5-2-8-7; Excise: 5-2-8-8).

Domestic and Child Abuses IC 5-2-8-[1&2&5](e)(1-16)

SIDS IC 5-2-8-[1&2&5](e)(17)

CPR and Heimlich Maneuver IC 5-2-8-[1&2](e)(18).

Departments should be prepared to show that officers are competent in these areas although these do not necessarily require annual training.

Federal :

NIMS (DHS, required for DHS grants)

Bloodborne Pathogens (EPA, 29 CFR 1910.1030)

Hazardous Materials (EPA & OSHA, 29 CFR 1910.120)

III. PROCEDURE

- A. All training sessions will be posted in the squad room of the Howard County Sheriff Department and notification will be made to the Greentown Police Department.
- B. All sign-up sheets will be posted several weeks in advance to accommodate all shifts and any scheduling situations.
- C. It will be the responsibility of that deputy to make sure that he attends the training.
- D. Any Deputy or Reserve Deputy that violates this procedure or fails to meet the requirements set forth will be subject to disciplinary action in accordance with Department Rules and Regulations.
- E. This procedure is to be used in conjunction with all relevant Agency regulations, rules, policies, and procedures.