



Ithaca Police Department

120 East Clinton Street
Ithaca, New York 14850

General Order Number: 204

Title: Basic Training & Staff Development

Issuing Authority: Chief John Barber

Effective Date: May 11, 2015

Rescinds/Supersedes: All previously issued directives

Review Date: May 2017

Applicable NYSLEA Standards: 32.3; 32.5; 33.1; 33.2; 33.3; 34.1; 34.2; 35.2;
35.3

Number of Pages: 3

I. Purpose

The purpose of this policy is to establish a formal policy and guidelines regarding training and education standards and requirements for members of the Ithaca Police Department.

II. Policy

- A. It shall be the policy of the Ithaca Police Department to encourage training and education both formally and informally (by all of the department's personnel).
- B. It shall be the policy of the department to provide basic recruit training, in-service training and such specialized training, as needed, to maintain the department within proper limits as set by the Municipal Police Training Council.

III. Basic Recruit Training

- A. All members of the Ithaca Police Department shall successfully complete training entitled "Basic Course for Police Officers" that meets or exceeds the requirements established by the Municipal Police Training Council.

- B. No member of the Ithaca Police Department shall be authorized, permitted, or assigned to perform regular law enforcement duties until they have successfully completed the "Basic Course for Police Officers." Recruit Police Officers, however, can perform regular police duties if they are accompanied by, and under the direct supervision of, an Ithaca Police Field Training Officer.
- C. No member of the Ithaca Police Department shall be authorized or permitted to carry or use any firearm in connection with the performance of their official duties, unless; such member has satisfactorily completed forty (40) hours of firearms training as provided in the "Basic Course for Police Officers" curriculum and successful completion of seven (7) hours of training in the Use of Force and Deadly Physical Force as provided in the "Basic Course for Police Officers" curriculum. Recruit Police Officers must be accompanied by, and under the direct supervision of, an Ithaca Police Field Training Officer.

IV. Basic Field Training

- A. The Field Training and Evaluation Program is designed to provide the Probationary Police Officer with the environment in which to transfer the training received in the academy to practical needs of the Police Officer.
- B. The Field Training shall begin immediately following the successful completion of the "Basic Course for Police Officers."
- C. The Field Training Officer is provided to assist the Probationary Police Officer in this application of learning.
- D. The Field Training Program is governed by the provisions of General Order 205.

V. In-Service Training

- A. The Ithaca Police Department requires all sworn personnel to attend annual in-service training of a minimum of twenty-four (24) hours per fiscal year. This training may be in the form of schools, refresher courses, seminars and video training.

B. The annual training is to include, but is not limited to:

1. Firearms
2. Legal Updates
3. Use of Force
4. Use of Deadly Force
5. Emergency/Pursuit Vehicle Operation
6. Policy & Procedure Updates

C. All in-service training from both within and from outside the police department shall be presented by New York State Certified Police Instructors or qualified experts in the field.

D. This annual training will be in addition to specialized training for department individuals who hold specialized positions within the department. It shall be the responsibility of those specialized personnel to keep abreast of the latest training and techniques that concern their specialty. The specialized positions are, but not limited to:

1. Hostage/Crisis Negotiators
2. Special Weapons & Tactics Team
3. DARE Instructors
4. Firearms Instructors
5. Evidence Technicians
6. Police Instructors
7. Juvenile Officers

VI. Supervisory and Command Level Training

A. All supervisory and command level members of the Ithaca Police Department (Chief, Deputy Chief, Lieutenant and Sergeant) will attend and successfully complete a course in Police Supervision as prescribed by the Municipal Police Training Council and certified by the Bureau for Municipal Police. This training shall occur within one (1) year of appointment, unless an extension is granted by the Deputy Commissioner of the Bureau for Municipal Police.

B. In addition to the annual training requirements for all sworn members of the department, supervisory and command level personnel will receive additional annual training in supervision and managerial skills, the purpose of which is to update and develop their supervisory and managerial abilities.