



## I. TRAINING DIVISION RESPONSIBILITIES

A. The Training Division is responsible for ascertaining the training needs of the Department and for recommending, developing, and administering training programs to meet these needs. The Division is directed by the Major, Training Division, who reports to the Assistant Chief, Administrative Services Bureau.

B. This responsibility is met by:

1. Planning and developing, implementing, coordinating, and evaluating training programs;
2. Notifying personnel of required training, as well as other training available to them;
3. Selecting instructors;
4. Ensuring attendance of required programs;
5. Maintaining training records for Departmental personnel; and
6. Coordinating basic training of recruits with Police Academy staff, in compliance with statutory requirements for certification.

## II. DETERMINATION OF TRAINING NEEDS AND DEVELOPMENT OF PROGRAMS

A. The determination of training needs, as well as the development and revision of training programs, includes the utilization of the following resources:

1. Consultation with and field observation of Departmental personnel;
2. Staff reports and meetings;
3. Training Committee reports;
4. Office of Professional Standards reports;
5. Staff Inspection reports;
6. Training program evaluations; and
7. Consultation with and approval by the Chief of Police.

## III. DEVELOPMENT AND APPROVAL OF CURRICULA AND LESSON

A. The job-relatedness of all training programs is determined by means of job-task analyses.

B. Performance objectives are developed for all training programs, based upon the job-task analysis of the program participant's job assignments.

C. Lesson plans are required for all training courses **conducted** by the Department.

1. Lesson plans will follow the guidelines and format provided by the Training Division, including a statement of performance objectives and a description of the content of the training and specification of appropriate instructional technique and the resources required for instruction (See [I.O. V5:38, Training Methods Manual Attachment A](#)).

2. Lesson plans will specify references used in the development of the course.

3. Final approval of lesson plans is the responsibility of the Major, Training Division. **Lesson plans and related records will be maintained in accordance with the Florida Department of State Record Retention Schedules.**

#### IV. REQUIRED SKILLS FOR TRAINING INSTRUCTORS

A. Instructors for Department training programs are required to understand teaching theories and methods, in addition to having a broad knowledge of law enforcement.

B. Full-time instructors are required to be trained in:

1. Lesson plan development;
2. Performance objective development;
3. Instructional techniques;
4. Learning theory;
5. Testing and evaluation techniques; and
6. Resource availability and use.

C. High-liability instructors are required to meet Criminal Justice Standards and Training Commission (CJSTC) standards for experience and skill.

#### V. ANNUAL EVALUATION OF TRAINING PROGRAMS

A. Training programs are reviewed annually by the training staff to determine the necessity for revising, updating, supplementing, or eliminating programs.

B. The review process includes:

1. Reviewing new laws and court decisions, and changes in Department policies;
2. Identifying any problems with physical facilities;
3. Consulting with administrative personnel of the Department;
4. Reviewing the previous year's training, including the number of persons trained and the extent of training provided; and
5. Determining whether or not Department training needs are being met.

#### VI. UTILIZATION OF TESTING

A. Training programs, where applicable, will incorporate competency-based testing that uses performance objectives and measures a participant's knowledge of lesson content.

B. A Passing score is 75%, unless otherwise directed by the Major, Training Division.

#### VII. REMEDIAL TRAINING

A. Remedial instruction is provided within thirty (30) days to employees of the Department when a need is identified and documented through observation, discipline, testing, or performance evaluation.

B. It is the responsibility of the Training Division to coordinate required additional training within thirty (30) days, as determined by the Major, Training Division, when such needs are identified.

C. Remedial training provided by the Training Division is scheduled within thirty (30) days based on the needs of the employees and availability of instructor(s) and the facility.

D. Remedial training provided during the Field Training Program is in accordance with established criteria set forth in the program.

E. Needs for remedial training of an operational nature that are identified by an employee's Supervisor will be carried out by the employee's division, section, or unit.

F. Unless otherwise stated in Departmental directives, remedial training will be given within thirty (30) days.

G. Lethal and less-lethal weapons qualifications remedial training is given before the Officer checks on for their next shift.

H. If an individual does not successfully complete a training program, whether through failure or non-participation, it will be recorded on their training record as having failed. Their supervisor will be notified accordingly, and the employee will be subject to disciplinary action in accordance with current disciplinary guidelines.

## VIII. ATTENDANCE REQUIREMENTS

A. Instructors are responsible for obtaining the names and payroll numbers of participants. It is the Training Supervisor's responsibility to have the participant's attendance recorded in their individual training files.

B. The Supervisor, Training Division, will notify the absentee's supervisor, via a memorandum of non-attendance. The employee's supervisor will determine whether the absence was excused and to schedule make-up training, if possible.

C. Absences due to court appearances, depositions which cannot reasonably be rescheduled, or death in the immediate family will be excused.

D. An employee scheduled to attend a training class, who does not successfully complete all training blocks due to an unauthorized absence, will be subject to disciplinary action in accordance with current disciplinary guidelines.

E. It is the responsibility of the Training Supervisor and Police Training Specialist to ensure training hours are credited to those participants attending a specialized training course once all course requirements have successfully been met (e.g., SWAT Training, K-9 Training).

## IX. TRAINING RECORDS

### A. Employee Training Records

1. Individual training records for employees participating in training programs are be maintained by the Training Division.

2. Individual training records are be maintained in the City's Records Management System (RMS) by the Police Training Specialists.

3. Individual records will include:

- a. A description of the training, date, and total hours attended
- b. In-service training date, and hours
- c. Career development date, and hours
- d. Specialized training schools, date, and hours
- e. Firearms qualifications date, and score

### B. Class Records

1. The Training Division maintains a record of each training class.

2. The record includes:
  - a. Training lesson plan
  - b. Name(s) of the instructor(s)
  - c. Name(s) of the participant(s),
  - d. Test results, and
  - e. Participant's course evaluation.

C. Training records will be released to outside agencies within the guidelines of [G.O. II-03, Release Of Information To The Public and News Media](#), and the [chapter 119, Florida Statutes](#) and subject to the approval of the Major, Training Division.

## X. RECRUIT TRAINING

A. The Department's recruit training consists of several steps, each more challenging than the preceding one. They include:

1. Pre-Academy Police Cadet
2. Police Academy Cadet
  - a. Recruits that possess a current Florida Law Enforcement Certification are exempt from attending the Police Academy.
3. Post-Academy Police Cadet
4. Probationary Officer
5. Solo Officer

### B. Police Cadet

1. The entry position for a police applicant is Police Cadet.
2. The Pre-Academy Police Cadet stage prepares the police applicant for the Academy.
3. Police Cadets are introduced to topics such as criminal law, use of firearms, Department policies, writing skills, etc.
4. Police Cadets receive an orientation to acquaint them with the organizational structure of the Department.
5. After successfully completing the Pre-Academy Police Cadet Program, the recruit immediately advances to the Police Academy.
6. Police Academy Cadets receive instruction on the CJSTC-approved basic recruit curriculum.
  - a. Cadets may be eligible for the Equivalency of Training (EOT) process pursuant to section 943.131(2a), Florida Statutes and Rule 11B-35.009(3) or (4), F.A.C or section 943.131(2)(b), F.S. and Rule 11B-35.009(5), F.A.C.
7. After graduation from the Police Academy, the Police Cadet returns to the Training Division to begin their Post Academy training. They remain at Police Cadet classification until they pass the State Law Enforcement Officer Certification Exam.

### C. Probationary Officer

1. After successful completion of the State Law Enforcement Examination, the **Police** Cadet advances to the classification of Probationary Officer.
  - a. In this role, they continue with the Department Post-Academy Program.
  - b. The Post-Academy program provides specific training in the Department's policies and procedures, methods of operation, local ordinances, and advanced investigative skills.
  - c. The Probationary Officer is issued the remainder of their equipment and sworn-in by taking the Police Officer Oath of Office.

### D. Field Training Program

1. Upon successful completion of Post Academy **training**, the Probationary Officer is transferred from the Training Division, Administrative Services Bureau, to the Field Training Program, Uniform Services Bureau.
2. The Field Training Program is the final portion of recruit training and lasts a minimum of sixteen (16) weeks.
3. In the Field Training Program, the Probationary Officer is paired with a minimum of three (3) different Field Training Officers (FTO) who oversee their training.
4. After successfully completing this final phase, the Probationary Officer becomes a Solo Probationary Officer under the supervision of a Sergeant, Uniform Services Bureau.

### E. Employee Assistance Program (**EAP**)

1. All Recruits are eligible to use the services of the Department's **EAP** during any phase of the recruit training process.

### F. Training Required to Carry A Weapon and/or Make an Arrest

1. The Department requires that all sworn officers:
  - a. Complete a basic recruit training program prior to assignment in any capacity in which the Officer is allowed to carry a weapon or is in a position to make an arrest, except as part of a formal field training program.
  - b. **Are** issued a copy of [G.O. II-42, Use of Force](#) prior to being permitted to carry any weapon or assigned any duties which require the possession of a weapon.
  - c. **Are** instructed about state laws and the policies of this Department regarding the use of force and the use of authorized weapons.

G. Policies, procedures, rules, and regulations specific to the St. Petersburg Police Department are taught to Probationary Officers by Training Division staff members prior to graduating from the Post-Academy and by Field Training personnel during the Field Training and Evaluation Program.

## XI. RELATIONSHIP WITH THE ST. PETERSBURG SOUTHEASTERN PUBLIC SAFETY INSTITUTE POLICE ACADEMY (ALLSTATE CENTER)

A. In accordance with the provisions of **section** 943.14, **Florida Statutes**, and other applicable statutes, the Southeastern Public Safety Institute (SEPSI) will provide the training program for basic employment certification for individuals hired by the City of St. Petersburg for the position of police officer.

B. It is the responsibility of the **Major**, Training Division, to determine when **Police** Cadets are ready to enter the Police Academy, after having successfully completed the Pre-Academy Phase of their training.

C. The Academy staff is responsible for instructing **Police** Cadets in the training program content and testing **Police** Cadets in their understanding and retention of this material. Final responsibility for correcting problems associated with attendance and/or discipline rests with the Training Sergeant and the **Major**, Training Division.

D. The training of **Police** Cadets at the Police Academy is a cooperative venture between the staffs of the Academy and the Training Division. Every effort should be made to maintain the communication and understanding required to complete this training satisfactorily.

E. The Chief of Police functions as a member of the Executive Committee of the Police Academy representing the St. Petersburg Police Department.

F. When the Academy staff requests resources, instructors, facilities or instructional equipment, the Department will make every effort to assist.

G. The Department is responsible for paying tuition for every **Police** Cadet attending the Academy, as specified by **section 943.16, Florida Statutes**, and in accordance with the terms of the pre-employment contract signed by the **Police** Cadet and a representative of the Department.

H. The Department does not assume any liability arising from actions of the Academy staff on the **Police** Cadets or staff of any other agency.

## XII. COOPERATIVE TRAINING EFFORTS WITH OTHER AGENCIES

A. The Training Division staff maintains contact with other criminal justice agencies for the purpose of conducting mutually beneficial training programs.

B. This objective will be reached in a cooperative effort consisting of two steps:

1. Ascertaining whether other agencies are conducting training programs which will meet the needs of Departmental personnel, and, if so, to what extent these programs are accessible to our personnel, and

2. Notifying other agencies of training programs being conducted **by** the St. Petersburg Police Department, with participation offered on a space-available basis. (E.g. K-9 Basic Training; SWAT School).

## XIII. UTILIZATION OF PUBLIC AND PRIVATE RESOURCES IN TRAINING PROGRAMS

A. Resources for the development, enhancement, and successful completion of Departmental training programs are available from a number of organizations. Often, resources are available gratis with sufficient notice; sometimes a fee is charged.

B. Some available resources are as follows:

1. Meeting rooms
2. Colleges and Universities
3. Other Organizations
4. Speakers, Training Programs, Seminars
5. Films, Video Discs

## XIV. READ-OFF TRAINING

A. A Read-Off training program is be used to supplement longer classroom sessions, particularly in such subject areas as law changes and changes in Department policies and procedures.

B. Read-Off training is utilized to disseminate important information to personnel in a timely fashion, as an alternative to more formal classroom sessions.

C. Planning for Read-Off training is conducted by the staff of the Training Division and is coordinated with the Division or Bureau whose personnel will receive the training.

D. As a general rule, video training **will be** utilized and will not exceed fifteen (15) minutes in length. An alternative to video is the lecture method.

E. When a video is used to conduct Read-Off training, especially on procedural changes, simulations may be used to illustrate the changes.

F. Instructors **will be** training personnel or professional subject matter experts (e.g. prosecutors from the State Attorney's office).

G. Read-Off training is regularly evaluated in writing by participating personnel. Sessions are scheduled for Read-Offs by the **Watch** Commander or Unit **Supervisor**.

H. In the absence of training personnel, line supervisors may be designated to be responsible for video equipment or other audiovisual equipment being utilized and may be responsible for running the equipment.

## XV. SPECIALIZED TRAINING

A. Specialized training is required for certain positions in the Department. See [G.O. II-32, Specialized Assignments](#) Attachment A and [ECD SOP I-12, Specialized Assignments](#).

B. Specialized training includes:

1. Development of the knowledge, skills and abilities required for the specialization;
2. Administration, policies, and support services of the component; performance standards;
3. Departmental policies, procedures, rules, and regulations related to the specialization; and
4. Supervised on-the-job training.

C. Specialized training is initiated within thirty (30) days of the employee's assignment to the Specialized Unit.

## XVI. ADVANCED TRAINING

A. From time to time, personnel may be selected to attend advanced training in law enforcement (e.g., the F.B.I. Academy or the Southern Police Institute).

B. Criteria for selection includes:

1. A rank of Lieutenant or above;
2. A reasonable expectation of at least five (5) additional years of service to the Department; and
3. Approval by the Chief of Police.

C. Satisfactory completion of these programs is considered to meet executive development training requirements.

## XVII. ORIENTATION FOR NEW PERSONNEL

A. All newly appointed personnel, sworn and non-sworn, will receive orientation training which includes the following topics:

1. Accreditation
2. Blood borne Pathogens, Infectious Diseases and Exposure Control
3. Department's role, purpose, goals, policies, and procedures;



4. Employee rights and responsibilities
5. Rules and regulations
6. Ethics and Biased Policing
7. Autism Awareness
8. Mental Health Awareness
9. Americans with Disabilities Act

XVIII. RETRAINING

A. All sworn personnel are required to complete retraining, including firearms requalification and law changes. In addition, changes in Departmental policies, procedures, rules, and regulations will be included in the retraining program.

B. All sworn and non-sworn personnel are required to complete training in accordance with Department directives.

XIX. REIMBURSEMENT FOR TRAINING PROGRAMS OUTSIDE THE DEPARTMENT

A. Payment for training and travel approved by the traveler's Chain of Command and the Major, Training Division, will be made within the guidelines promulgated by the City of St. Petersburg and [G.O. II-16, Employee Travel](#).

B. All travelers are responsible for submitting an account of expenses incurred in accordance with [G.O. II-16, Employee Travel](#). Additional copies of Travel Expense Reports may be found in the [Training and Travel folder](#) located on the J:Drive

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Anthony Holloway  
Chief of Police