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| HAVERFORD TOWNSHIP POLICE DEPARTMENT OPERATIONS MANUAL | |  |
| Issue Date February 2021 | Review Date February 2022 | Directive Number 1.5.5 |
| Accreditation Index: 1.5.5 | | Rescinds: Directive 1.5.5 of November 2019 |
| Section: One - Organization & Management | | Chapter: Five – Allocation & Distribution of Personnel |
| Chief of Police: <i>John F. Viola</i> | | |

TRAINING OF NON-SWORN PERSONNEL

I. PURPOSE

The purpose of this Directive is to establish procedures for the training of all non-sworn personnel of the Haverford Township Police Department. This Directive shall include all fulltime and part-time non-sworn members.

II. POLICY

The training of all personnel is important for the success of any business. Non-sworn personnel, both fulltime and part-time, comprise a significant portion of the overall personnel of the Department. It shall be the policy of this Department to ensure that these personnel are trained in the knowledge and skills necessary to perform adequately the duties and responsibilities of their assignments.

III. DEFINITIONS

Trainer – For purposes of this Directive only, the word **Trainer** shall mean any sworn or non-sworn member deemed to be competent by their supervisor, division commander, or Chief of Police to train a new hire or transferred member of this Department in the skills and techniques necessary to adequately perform the required duties and responsibilities of the assignment.

IV. PROCEDURES

The following procedures shall be followed when a non-sworn member of the Department is hired or is transferred to a new duty assignment requiring additional skills and duties to be performed:

A. Responsibilities of Division or Unit Supervisor

1. Shall ensure that the employee is assigned to a competent member knowledgeable and proficient in the duties and skills to be taught to the newly hired or transferred member.
2. Determine an approximate time frame for the training of this new hire or transferee and inform the trainer of this time frame.
3. Shall remain informed of the progress of the new hire or transferee toward learning the skills and techniques necessary to adequately perform their duties.
4. Shall meet periodically with the new hire or transferee to ensure they are receiving adequate training on their duties and responsibilities.
 - a) These meetings shall be documented by the supervisor to include the name of the employee, the date and time of the meeting, a brief description of the content of the meeting, and an assessment of the progress of the employee.
5. Shall ensure the trainer completes an evaluation of the progress of the new hire or transferee toward becoming proficient in the skills and techniques necessary for their assignment at the completion of the training time frame.
 - a) This evaluation shall indicate if the new hire or the transferee is competent to assume their duties and responsibilities at this time or whether additional training is necessary to adequately train this employee.
6. Shall prepare a written report to the Commander of the Division outlining the progress of the new hire or transferee toward becoming competent in their assigned duties.
 - a) This report shall indicate whether this employee is adequately trained to assume their duties at this time or additional training is necessary.
 - b) This report shall also indicate the anticipated date that the new hire or transferee is expected to be prepared to assume their full duties and responsibilities.
7. Shall maintain a file of all documentation and trainer evaluations of new hires and transferees assigned to their Division or Unit.

B. Responsibilities of the Trainer

1. Shall ensure that they provide all necessary skills, techniques, materials, and/or direction to the new hire or transferee in regard to the duties and responsibilities of the job assignment.

2. Shall keep the Division or Unit supervisor informed of the progress, or lack of progress, of this new hire or transferee toward achieving adequate ability to assume their duties and responsibilities.
3. Shall complete an evaluation of the progress of the new hire or transferee toward becoming proficient in the skills and techniques necessary for their assignment at the completion of the training time frame.
 - a) This evaluation shall indicate if the new hire or the transferee is competent to assume their duties and responsibilities at this time, or whether additional training is necessary to adequately train this employee.

C. Responsibilities of the Division Commander

1. Shall summarize the progress of a new hire or transferee to the Chief of Police. This summary shall include the following information:
 - a) Whether or not the new hire or transferee has adequately met the requirements of their assignment.
 - b) Whether or not the new hire or transferee needs additional training time.
 - c) An overall evaluation of the ability of new hire or transferee to adequately perform the required duties of the assignment.

(PLEAC 1.5.5)

BY ORDER OF THE CHIEF OF POLICE