

NIAGARA FALLS POLICE DEPARTMENT
GENERAL ORDER

EFFECTIVE DATE: 10/03/2013	SUBJECT: IN-SERVICE TRAINING; INSTRUCTOR QUALIFICATIONS; SPECIALIZED TRAINING	Number 204.00 (NYSLEAP T-33-1,T-33-2,T- 33-3)
RESCINDS: 04/15/2003		Number of pages 3

I. Policy:

- A. All sworn members of the Niagara Falls Police Department shall attend at least twenty-one (21) hours of in-service training annually. Trained and/or certified department personnel selected by the Superintendent of Police or designee and supervised by the Training Director shall conduct this training.
- B. The Program shall contain a combination of classroom and field training that reflects certain annually prescribed topics such as firearms training, legal updates, use of force and use of deadly force as well as other topics as approved by the Superintendent of Police. Instructors whose qualifications meet or exceed those established in Part 6023 and 6024 of the New York State Codes, Rules and Regulations shall conduct this training. The Training Director will keep a record of all lesson plans of the topics covered and the names and dates that each officer attended. This course information will be maintained for a minimum of seven (7) years.

II. Procedures:

- A. For training courses held at Niagara County Law Enforcement Academy, the NFPD will maintain a record of all officers who complete and satisfy the requirement. The Training Director will maintain a course curriculum and roster indefinitely. This curriculum will be readily available to our Department through the NFPD Training Unit when needed.
- B. For training courses held outside the NFPD and outside NCLEA, the Training Director will maintain a copy of the course announcement and other pertinent information. The Training Division will also schedule officers assigned to specialty units to training as mandated by law. (Examples: Breath Test Operator and Radar.)
- C. The Training Director will maintain records regarding certifications of personnel and scheduled personnel to courses to keep certifications current.

D. Briefing Time:

1. Lieutenants and training officers will periodically be given information or subjects to cover with personnel during their assigned tour of duty.
2. Briefing time, either prior to the shift's start or after, may be used for this purpose.
3. Lieutenants should use this time to refresh members of their shift on the law, Departmental Policies and Procedures, legal updates and other applicable law enforcement training.
4. The Division Commander will periodically check and make sure all training is being done per standards set by the Police Department and by New York State.

E. Firearms:

1. The Department has several certified Firearms' Instructors. The Firearms Training Unit will coordinate a training schedule of certifications and training in firearm use.
2. Records of this training and all range use will be maintained by the Firearms Training Unit and be available for review at any time. All sworn Department members are required to qualify annually.

F. Training Qualification:

1. Only recognized professionals or certified instructors will be used for training by this Department. Records of attendance, copies of lesson plans and training aids will be maintained by the Training Director for future reference. All police instructors will be required to be state certified and current in their status.

G. Specialized Training:

1. Officers assigned to the following details shall successfully complete an initial training course in their area of specialization and attend periodic in-service training as required by the Superintendent of Police or designee to update their skills:
 - a. Crime Scene Officers
 - b. Voice Stress Analyzer Operators
 - c. Breath Test Operators
 - d. Narcotics Field Testers
 - e. Radar Operators

f. Crash Management Team Officers.