



Series 300 Support Services	Effective Date 3/3/2015	Review Date Annually	Directive Number 304.5
Chapter 304 - Training			<input type="checkbox"/> New Directive <input checked="" type="checkbox"/> Revised <small>Revisions are in <i>italics</i></small>
Reviewing Office Professional Education and Training Division			
References			

TRAINING

304.5 - 1 PURPOSE

To establish a process of scheduling training and responsibilities to ensure that members of the Detroit Police Department (DPD) are attending and receiving necessary training, and to ensure that training is consistent, relevant, coordinated, professional, and uniform.

304.5 - 2 POLICY

The policy of the Detroit Police Department (DPD) is to ensure that every member receives the necessary training to perform his/her job. The department recognizes that training should occur throughout a member's career. All sworn personnel shall be required to attend mandatory annual re-training.

304.5 - 3 Roles and Functions

Training includes the Training Center, Field Training Administration, and Firearms Training. Training is the entity within the DPD that is responsible for approving and scheduling training that is current and relevant to the job functions for all members of the DPD. In order to accomplish these goals, Training is authorized to issue teletypes and initiate email notifications in its endeavor to ensure that DPD members attend and receive mandated or any other scheduled training.

304.5 - 3.1 Functions of Training

The key functions to Training are:

1. To develop, implement, approve, and evaluate recruit, in-service, and other training provided by the DPD;
2. Address training concerns raised by members of the DPD;
3. Respond to training needs identified by disciplinary procedures, lawsuits, citizen complaints, etc.;
4. Serve as the DPD liaison to the Michigan Commission on Law Enforcement Standards (MCOLES);
5. Serve as the repository for all training curricula and other training material;
6. Serve as the lead on the Training Committee;
7. Meet quarterly with the City of Detroit Law Department to obtain information relative to the conclusion of lawsuits alleging officer misconduct; and

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8. Conduct quarterly audits of detention personnel to evaluate whether only trained personnel are performing those duties.

In accordance with Michigan Law and MCOLES standards, the *commanding officer of Professional Education and Training Division* is responsible for the following:

1. Ensuring the quality of all Use of Force and Arrest and Detention training;
2. Developing Use of Force and Arrest and Detention training curricula;
3. Selecting and training instructors;
4. Developing, implementing, approving, and overseeing all training and curricula;
5. Establishing procedures for evaluating all training curricula and procedures; and
6. Conducting regular needs and assessments to ensure that training governing Use of Force and Arrest and Detention is conducive to the knowledge, skills, and abilities of the officers being trained.

304.5 - 3.2 Training Instructors

Training instructors are responsible for the delivery of training material to members of the DPD. Training instructors may be sworn or civilian members of any rank or any assignment within the DPD, but must first be approved as an instructor by the *commanding officer of Professional Education and Training Division*. All members desiring to be an instructor shall provide a biographical sketch or a resume to the Training Center. The biographical sketch shall include training experience, information on instructional development or presentation skills development training, or certifications obtained by the instructor.

All instructors must fall into one (1) of three (3) categories: certified, approved, or special topics.

1. Certified instructors pertain to those areas where an instructor has received special certification in a specific motor skill area (e.g. firearms, PR-24, defensive tactics, CPR, etc.).
2. Approved instructors pertain to those instructors who instruct in areas that are cognitive in nature (e.g. criminal investigations, patrol techniques, human understanding, etc.). An instructor will be required to demonstrate experience in the subject area and have taken and completed an instructor development course of at least twenty-four (24) hours. Approved instructors can demonstrate technical expertise, and have advanced academic credentials or a unique qualifying experience. The applicant must also be evaluated in the classroom and found to have acceptable instructional skills. Applicants who have earned a Bachelor's Degree in Education (or equivalent), a Master's Degree, a Juris Doctorate (JD), or Doctoral degree are deemed to have advanced academic credentials.
3. Special Topics Instructors possess advanced academic credentials and a unique qualifying experience. Instructors in this category may only instruct topics for which he/she is uniquely qualified (e.g. patrol tactics, forms, inspections, etc.). For

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example, a social worker who specializes in domestic violence cases may be approved to provide instruction during the Domestic Violence module of the “Course in Police Supervision.”

Training maintains a listing of all DPD approved instructors. The *commanding officer of Professional Education and Training Division* shall approve all DPD instructors and shall determine whether the member has the requisite skills to be an instructor. Instructors shall be selected on the basis of minimum qualifications in the areas of education, training, experience, and background. If deemed appropriate, the *commanding officer* shall require that any current or prospective instructor receive appropriate training to ensure that the instructor has the knowledge, skills, and abilities to be an instructor. An instructor’s authorization to instruct any class may be revoked at the discretion of the *commanding officer of Professional Education and Training Division*.

304.5 - 3.3 Training Coordinators

Each command shall designate a member to perform duties as the training coordinator in order to facilitate information from the Training Center to the various DPD commands. Training coordinators are to adjust the training schedules for any members that are unavailable to attend his/her scheduled training dates for reasons such as a conflict in schedule due to furlough, court appearance, illness, etc.

304.5 - 3.4 Training Committee

The purpose of the Training Committee is to provide recommendations to the Chief of Police on the DPD’s training curriculum. The *commanding officer of Professional Education and Training Division* shall serve as the Chair. The Training Committee shall meet as necessary, and the members shall assist the *commanding officer of Professional Education and Training Division* with the semi-annual evaluation of training and conducting regular needs assessments. The Committee shall be comprised of the following individuals, or designees:

1. Commanding Officer, *Professional Education and Training Division* (Chair);
2. Commanding Officer, Police Medical;
3. Commanding Officer, Civil Rights Division;
4. Commanding Officer, Criminal Investigations Bureau;
5. Commanding Officer, Internal Affairs;
6. Police Legal Advisor;
7. Three (3) members from within the *Neighborhood Policing Bureau*; and
8. Commanding Officer, Office of the Chief Investigator.

304.5 - 4 Mandatory In-Service Training

304.5 - 4.1 Student Police Officers

Newly hired student police officers shall first attend and successfully complete the MCOLES mandated recruit training program. Newly appointed police officers shall attend

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and successfully complete the following courses immediately after completing the MCOLES recruit training, and thereafter shall adhere to the training mandates for sworn members:

1. *Use of Force*;
2. *Laws of Search and Seizure*;
3. *PR-24 Baton*; and
4. *Firearms Training and Qualifications*.

304.5 - 4.2 Sworn Members

Sworn members of the DPD of all ranks shall attend and successfully complete the following training courses on an annual basis:

1. *Use of Force*;
2. *Laws of Search and Seizure*; and
3. *PR-24 Baton*.

Sworn members of the DPD of all ranks shall attend and successfully complete the *Firearms Training and Qualification* on a bi-annual basis.

Members of the rank of *detective* and above shall attend and successfully complete the *Supervisory Leadership and Accountability* training course within thirty (30) days of assuming his/her rank, and thereafter shall attend the course on an annual basis.

Other City Employees

City employees acting as agents of the DPD shall receive training on relevant departmental policies.

304.5 - 4.3 Restoration to Duty

Members who have been absent from work in excess of ninety (90) days shall report to the Training Center with an authorization to return to work from Police Personnel upon returning to work. The *commanding officer* of *Professional Education and Training Division*, or his/her designee, will review the training history of the concerned member and make a determination concerning the appropriate training necessary for the member to return to his/her parent command. The member shall attend the next available training courses to fulfill the requirements of restoration without unnecessary delay.

304.5 - 5 Training Schedule and Attendance

304.5 - 5.1 Schedule

Training shall develop an in-service training calendar which reflects the mandatory course curricula, dates and hours, and the specific personnel to be sent by each command. This information shall be disseminated to department executives and training coordinators of the DPD no later than thirty (30) days prior to the commencement of the annual training

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cycle. The annual training cycle will run concurrent with the fiscal year, which commences on July 1 of each year and concludes on June 30 of the following year. The bi-annual firearms training and qualification cycles will run from January 1 to June 30, and July 1 to December 31 of each year.

304.5 - 5.2 Attendance

Members scheduled to attend in-service training shall:

1. Bring any conflicts (i.e. scheduled furlough, court, etc.) to the attention of the training coordinator in order to be rescheduled;
2. Report on time on his/her scheduled training days;
3. Conduct him/herself in a professional manner at all times; and
4. Contact his/her parent command if taking a sick day or an emergency day during scheduled training, and then notify the training coordinator in order to be rescheduled.

304.5 - 5.3 Failure to Attend Mandatory Training

At the end of each twenty-eight (28) day rotation, the commanding officer of each command within the DPD shall forward the reason for each of his/her member's absence at his/her scheduled training class to the *commanding officer of Professional Education and Training Division*. When a member fails to attend a mandatory training session and the training period has concluded, the Training Center shall provide the list of the members who did not attend to the *commanding officer of the Civil Rights Division*. Any member working in a full duty capacity that failed to attend the courses shall be immediately placed in an administrative no-gun status; relieved of his/her police powers and department issued firearm, until such time as he/she has attended and successfully completed the next available training session. The member's command shall conduct an investigation and submit a report, including the corrective actions taken relative to the member's failure to attend the training, through channels, to the *commanding officer of the Civil Rights Division*.

304.5 - 5.4 Failure to Qualify While Attending Firearms Training

When a member attends a training session and fails to re-qualify with a primary on-duty firearm, Firearms Training shall require that the member be scheduled for an immediate remedial training session. The member's firearm shall be seized and the member's command notified immediately of the date and time of the remedial training session. In addition the following protocol shall be followed:

1. The member shall be relieved of police powers and relinquish all department-issued firearms;
2. Neither the member nor the parent command may postpone the remedial training session;

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3. If a remedial training session is missed or if the member fails to qualify at the initial remedial training session, the member will not be permitted to carry any firearm on or off duty;
4. Members placed in an administrative no-gun status after failing an initial remedial training session are limited to a total of four (4) remedial training sessions, to be completed within a forty-five (45) day period; and
5. Members placed in an administrative no-gun status will be subject to medical review after the second remedial training session within a forty-five (45) day period.

304.5 - 6 Oversight and Development

304.5 - 6.1 Semi-Annual Evaluation of Training

Training shall evaluate the DPD's training received on a semi-annual basis assessing all Use of Force and Arrest and detention training and policies to ensure:

1. Quality and consistency of instruction;
2. Compliance with applicable laws; and
3. Compliance with applicable DPD policy.

Training shall report its findings and recommendations, in writing, to the *commanding officer* of the Civil Rights *Division*, through channels, semi-annually.

304.5 - 6.2 Needs Assessment

Training shall conduct a needs assessment every two (2) years to ensure that Use of Force and Arrest and Detention training is conducive to the knowledge, skills, and abilities of the officers being trained. This report shall be submitted to the *commanding officer* of the Civil Rights *Division*, through channels.

304.5 - 6.3 Quarterly Meetings with the Law Department

Civil Rights *Division* shall coordinate meetings with the City of Detroit's Law Department on a quarterly basis in order to obtain information relative to the conclusion of lawsuits alleging officer misconduct. Information obtained from these meetings shall be provided to all members of the Civil Rights *Division*, and all instructors who provide training to DPD members.

Additionally, Criminal Investigations Bureau shall coordinate quarterly meetings with the Wayne County Prosecutor's Office to identify issues relating to officer, shift, or command performance.

304.5 - 6.4 Training Records

Training shall maintain a record of all training participated in by each individual DPD officer, Senior Detention Facility Officer, and Detention Facility Officer. Training records shall be updated following the member's participation in training, including the date and topic of all pre-service and in-service training completed. Training coordinators shall

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forward all sign-in sheets, or attendance verification for any training conducted away from the Training Center, to be included on the member's master record. Training records shall be maintained for the duration of a member's employment with the DPD, and for three (3) years thereafter.

304.5 - 6.5 Training Course Material Requirements

All training content and materials must be approved by the *commanding officer of Professional Education and Training Division* prior to the course being scheduled. The following documents and criteria are required for developing a course for DPD members:

1. A standard lesson plan format (obtained from the Training Center) must be attached that includes the following:
 - a. Course title;
 - b. Hours of instruction;
 - c. Materials and aids to be used;
 - d. Instructional method;
 - e. Goals and Objectives;
 - f. Pre-Test and Post-Test;
 - g. Topic areas in outline form;
 - h. Qualifications of Instructors to include a Biographical Sketch (or Resume);
 - i. Lesson Plan Registration;
 - j. Evaluation method;
 - k. Meaningful dialogue to include, preferable, DPD interactive based scenarios (ensure that scenarios address legal and tactical issues); and
 - l. Reference material, if applicable.

2. The process that the Training Center utilized for course review and approval includes:
 - a. Appropriateness of course content;
 - b. Qualifications of instructors and coordinators;
 - c. Potential clientele and volume of trainees;
 - d. Time frame of course presentation;
 - e. Methods of course presentation;
 - f. Number of trainees, per session;
 - g. Appropriate instructor/trainee ratios; and
 - h. Appropriateness of the cost of the training.

304.5 - 7 Required Curriculum of the Mandatory Training Courses

304.5 - 7.1 Use of Force

The Use of Force training program shall include, at a minimum, the following topics:

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1. DPD's Use of Force Continuum;
2. Proper Use of Force;
3. Decision making;
4. DPD's Use of Force Reporting Requirements;
5. Fourth Amendment and other constitutional requirements, including recent legal developments;
6. Examples of scenarios faced by DPD officers and interactive exercises that illustrate proper use of force decision making, including the Use of Deadly Force;
7. Circumstances in which officers may draw, display, or point a firearm, emphasizing:
 - a. Officers should not draw his/her firearm unless he/she reasonably believe there is a threat of serious bodily harm to the officer or another person;
 - b. The danger of engaging or pursuing a subject with a firearm drawn; and
 - c. That officers are generally not justified in drawing their firearm when pursuing a subject suspected of committing only a misdemeanor.
8. The proper use of all intermediate force weapons;
9. Threat assessment, alternative and de-escalation techniques allowing officers to effect arrests without using force, and instruction that disengagement, area containment, surveillance, waiting out a subject, summoning reinforcements, calling in specialized units, or even letting a subject temporarily evade arrest may be the appropriate response to a situation, even when the use of force would be legally justified;
10. Interacting with people with mental illnesses, including instruction by mental health practitioners and an emphasis on de-escalation strategies;
11. Factors to consider in initiating or continuing a foot pursuit;
12. The proper duration of a burst of chemical spray; the distance from which it should be applied, and emphasize that officers shall aim chemical spray only at the target's face and upper torso;
13. Consideration of the safety of citizens in the vicinity before engaging in police action;
14. DPD policies on arrest, arraignment, holds, restrictions, material witness, and detention records;
15. DPD policy on investigative stop and frisk, and witness identification and questioning policies;
16. DPD policy that prohibits the delay of an arraignment of a detainee because of the assignment of the investigation to a specialized unit, the arrest charge(s), the availability of an investigator, the gathering of additional evidence, or obtaining a confession;
17. DPD policy on requiring that a court order be obtained prior to a citizen being placed in custody as a material witness; and
18. The DPD's external complaint process, including the role of the Office of the Chief Investigator and Internal Affairs/Force Investigation in the process.

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304.5 - 7.2 PR-24 Baton

The PR-24 training program shall include, at a minimum, the following topics:

1. Basic nomenclature of the PR-24 Baton;
2. The proper carrying of the PR-24 Baton;
3. Patterns of movement;
4. Arm locks;
5. Blocking skills;
6. Striking skills;
7. Weapon retention;
8. The Manadnock color chart; and
9. PR-24 policy (Directive 304.4).

304.5 - 7.3 Laws of Search and Seizure

The Laws of Search and Seizure training program shall include, at a minimum, the following topics:

1. The DPD arrest, investigative stop and frisk, and witness identification and questioning policies;
2. The Fourth Amendment and other constitutional requirements, including recent legal developments including:
 - a. Advising officers that the “possibility” that an individual committed a crime does not rise to the level of probable cause;
 - b. Advising officers that the duration and scope of the police-citizen interaction determines whether an arrest occurred, not the officer’s subjective intent or belief that he/she effected an arrest; and
 - c. Advising officers that every detention is a seizure, every seizure requires reasonable suspicion or probable cause, and there is no legally authorized seizure apart from a “Terry stop” and an arrest; and
3. Examples of scenarios faced by DPD officers, and interactive exercises that illustrate proper police-community interactions, including scenarios which distinguish an investigative stop from an arrest by the scope and duration of the police interaction; between probable cause, reasonable suspicion and mere speculation; and voluntary consent from mere acquiescence to police authority.

304.5 - 7.4 Firearms Training

The firearms training program shall include, at a minimum, the following topics:

1. Prohibition on firing at or from a moving vehicle, and the prohibition of intentionally placing oneself in the path of a moving vehicle;
2. The requirements that officers only carry DPD authorized ammunition and firearms;
3. The specific number of rounds DPD members are required to carry;

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4. Professional night training;
5. Stress training (i.e. training in using a firearm after undergoing physical exertion);
6. Proper use of force decision making, with the goal of adequately preparing officers for real life situations;
7. Maintain the finger off trigger unless justified and ready to fire; and
8. Proper carrying and holding of a firearm and the proper stance.

The Firearms Training instructors shall critically observe and evaluate members during the training session to ensure that the attendees utilize safe gun handling techniques and to identify any deficient firearm techniques. The instructors shall provide corrective instruction when observing any member that improperly handles a firearm.

304.5 - 7.5 Supervisory Leadership and Accountability

The Supervisory Leadership and Accountability training program shall include, at a minimum, the following topics:

1. Techniques designed to promote proper police practices;
2. Training on risk assessment and risk management to all DPD supervisors, including the operation of the Management Awareness System (MAS);
3. Appropriate evaluation of written reports, including what constitutes a fact based description, the identification of conclusory language that so regularly appears in reports that its inclusion requires further explanation by the reporting officer;
4. Appropriate burdens of proof, interview techniques, and the factors to consider when evaluating officer, complainant or witness credibility. Training to all officers who conduct investigations to ensure that his/her recommendations regarding dispositions are unbiased, uniform and legally appropriate; and
5. Handling of external complaints emphasizing interpersonal skills.

304.5 - 8 Field Training Officer (FTO) Program

The Field Training Officer (FTO) Program is a program that was developed to train, evaluate, and develop newly appointed police officers. Police officers that wish to serve as an FTO must successfully complete the DPD's training course in order to be certified. FTOs must also successfully complete periodic re-certifications. All newly appointed police officer must successfully complete the FTO Program in accordance with the program protocols as set forth in the Field Training Program Standard Operating Procedures.

The criteria for selection to serve as a Field Training Officer are as follows:

1. Minimum of three (3) years patrol experience as a response officer;
2. Receive an approval endorsement to attend the course by his/her commanding officer;
3. Positive review of past Performance Evaluations;

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4. Positive disciplinary history review;
5. Positive attendance record; and
6. Pass Oral Interview and Evaluation.