

**TOPEKA POLICE DEPARTMENT
UNIT STANDARD OPERATING PROCEDURES
7.0 TRAINING ACADEMY**

SUBJECT: Training Academy		
7.0	EFFECTIVE: 08/21/2020	<i>William Cochran</i> William Cochran, Chief of Police
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CALEA:		

PURPOSE: The Topeka Police Department Training Academy will strive to provide the highest level of recruit, in-service and specialized training to all employees of the Department. Highly trained personnel are better able to serve the citizens of Topeka with the degree of expertise and professionalism that is both expected and deserved.

Such training will not only enhance the professionalism of each employee but will provide for a heightened level of an officer safety mindset as personnel are tasked with duties that officers must provide as well as situations they encounter.

The Topeka Police Department Academy will work to provide the training that those entering law enforcement must have while also instilling in each employee the values and ethics of the Department and the City of Topeka.

POLICY: The Topeka Police Department Training Academy will develop and administer a training program that meets the mandated procedures and policies established by not only the Kansas Commission of Peace Officers' Standards and Training (KS-CPOST) but also those put forth by the Commission on Accreditation for Law Enforcement Agencies (CALEA)(Training Academy Accreditation). Kansas state statutes and the city code of Topeka requirements will also provide guidance to the development of legally sound training program.

TRAINING ACADEMY

I CREDENTIALING

- A. The Training Unit operates as a satellite branch of the Kansas Law Enforcement Training Center (KLETC). The Training Unit shall abide by all directives issued by KLETC, Kansas Commission on Peace Officers' Standards and Training (KSCPOST) and by the law governing training centers as mandated by KSA 74-5601, et seq.
 - 1. To accomplish curriculum approval by KLETC the Training Unit will submit an application for certification to KLETC as required and ensure that current documentation is obtained and kept available for review. This form addresses the following items:
 - a. Estimated number of attendees;

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- b. Individual instructors' application for certification;
 - c. A schedule denoting dates;
 - d. A list of all visual or audio training aids to be used;
 - e. All classes, instructors and training sites should be confirmed prior to submitting the application for certification to KLETC. Upon receipt of approval by KLETC and prior to commencing any academy instruction, the Unit is required to submit the following forms to KLETC.
 - 1) Demographic and Employment Information form;
 - 2) KLETC Pre-Training Evaluation form, Part I
 - 3) KLETC Pre-Training Evaluation form, Part II
 - f. Ninety-three hours of additional instruction are required by the Topeka Police Academy. This instruction are topics determined by the Chief of Police, Training Director, or other appropriate command staff, to meet the needs of the Department.
2. All training instructors regardless of course topic must be certified by KLETC, licensed or approved by academy or other credentialing authority and documentation will be filed with the Training Unit.
 3. All instructors will complete a KLETC form 302 Application for certification. This form will be forwarded to KLETC for certification approval. A copy of all instructor certifications will be filed in the Training Unit. Certifications must be re-submitted every two years for recertification.
 4. The Training Unit Commander or designee will submit all information and documents in a timely and accurate manner to KLETC as required by policy and Kansas statutes.
 5. All entry level students will have a documented criminal history records check within 90 days prior to beginning academy.
 6. Documentation of the III check and background investigation will be submitted to the Recruiting Sergeant certifying that a criminal history record check has been conducted and that the student meets academy standards and agency criteria relative to employment.

II ORGANIZATION:

- A. The Training Academy will operate within the structure of the Topeka Police Department. Employees will abide by the chain of command as illustrated by the Department's organizational chart and the Training Unit organizational chart. Both charts will be available for all employees through PowerDMS. Training Unit Structure:
 1. Director: Appointed by the Chief of Police and who will manage the Training Unit. The appointment is based on the staff member's proven

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ability to organize, communicate, lead and train. The Director is responsible and accountable for all training functions.

2. Assistant Director: Primarily responsible for continuing education/professional development and the field training program. In the absence of the Director the Assistant Director will assume command of the Training Unit.
3. Training staff include:
 - a. Recruiting Sergeant: Responsible for all applicant testing, recruiting, and hiring of employees and may include full time and special assignment personnel as required;
 - b. Academy Sergeant: Facilitates the Police Academy on a daily basis. the Department Legal Advisor on issues that may become a liability. The City Human Resources Risk Manager will be consulted as directed by the Chief of Police.
 - c. Any concerns from students or staff regarding risk and liability issues will be submitted to the Training Director.
 - d. All Academy full time staff and part time instructors shall be constantly vigilant for any circumstances or training activity that may become an unsafe condition. As such, they are vested with the authority to discontinue the activity, or take other proper action.
 - 1) During periods of harsh weather conditions any outdoor training activity may be moved indoors.
 - 2) The Training Director will be notified whenever weather conditions require changes in the training schedule or location.
 - 3) Students will be given notice of change of locations or schedule.
 - e. All issues which effect risk and liability will be reviewed by the Training Director or designee. Annually, the Training Director or designee will submit a written report to the Chief of Police reviewing the following:
 - 1) Situations or circumstances that occurred during the reporting period;
 - 2) Issues, conditions and incidents that affect risk;
 - 3) Policy, training and discipline issues;
 - 4) Workers compensation;
 - 5) Liability;
 - 6) Actions taken; procedures initiated to correct adverse incidents that took place.
2. All incidents that involve injury or damage to property during Academy or training will be investigated by a training supervisor;
 - a. The supervisor will document the incident and any corrective action in writing in Blue Team.

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- b. This report will be electronically routed through the chain of command through Blue Team
 - c. The Training supervisor will contact CorVel, the Department's worker's compensation management company.
- B. Academy Equipment
- 1. Physical Locations:
 - a. The Training Academy is located at 2722SW Topeka Boulevard, Topeka, Kansas 66611. The Academy is housed in the Kansas National Guard complex. This is a secured facility with a guard station where check in is required. Located in the Academy portion of the complex are:
 - 1) Staff office space;
 - 2) Classrooms;
 - 3) Gymnasium;
 - 4) Locker rooms;
 - 5) MILO training system.
 - b. The Firearms Range is located at 6255 SE California, Topeka, KS 66609. It is a secure area with a fence and locking gate. This facility is used as:
 - 1) The primary facility for firearms training including classroom instruction and skill assessment;
 - 2) Specialized training for units such as the Response Team, Canine Unit, and the Bomb Squad,
 - 3) Continued officer training and firearms qualifications.
 - c. The Law Enforcement Center is located at 320 S. Kansas Ave Suite 100, Topeka, Kansas 66603. The LEC is a secure facility requiring fob entry. Within the LEC are:
 - 1) Staff offices;
 - 2) Classrooms;
 - 3) Mat Room: Defensive tactics training room.
 - 2. Office Equipment: Academy staff and students will abide by all Department, City of Topeka, local, state and federal laws concerning use of computers, communication equipment and radios.
 - a. Employees have no expectation of privacy while using City technology equipment and telecommunications.
 - b. Supervisors may review, read, access or otherwise monitor all activities on City of Topeka technology systems. (Refer to Topeka Police Department General Order 2.6 Computer Software and Radio Equipment).
 - 3. Equipment:
 - a. Employees are responsible for the good care of Department equipment and property.

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- b. Individuals using Department equipment shall maintain the equipment for proper use. If equipment requires special servicing the employee will notify a supervisor.
 - c. Employees shall report the loss of, damage to, or unserviceable condition property/equipment to their supervisor.
 - d. Instructors and academy employees may request the purchase or replacement of equipment by notifying the Training Director. Purchases will be made in accordance with General Order 2.1 Fiscal Management, Forfeitures and Funds.
 - e. Desks, lockers, file cabinets, etc. are deemed Academy property and may be entered or reviewed as necessary by a supervisor. In the event an employee or student's locker, desk, etc. is opened the individual will be notified as soon as reasonable.
 - f. Department owned property no longer of use to the Training Unit will be disposed of in accordance with City and Department policy.
4. Administrative Reporting
- a. KLETC
 - 1) Training Unit staff will collect all completed KLETC documentation from recruits.
 - 2) Training administrative assistant will submit all required paperwork to KLETC in a timely manner.
 - b. Upon completion of the academy the Training Unit will forward the following forms to KLETC:
 - 1) KLETC Basic Training official transcript;
 - 2) KLETC Training Report, listing each student and their total hours of attendance;
 - 3) KLETC Topeka Police Training Academy absence report.
 - c. Training sign-in sheets
 - 1) The Training Director or designee will ensure an attendance roll call at the beginning of each training day, and following each meal break.
 - 2) All academy participants will be required to sign a training attendance roster at the time of each roll call.
 - 3) The roster will be maintained in an academy attendance file for accountability and for reporting participation to KLETC.
 - d. Training administrative assistant will submit hours of training for each employee into KLETC at the end of the Academy.
 - e. Evaluations: Each academy employee will receive an annual evaluation that will be submitted to the Chief's office.

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- f. Academy staff will complete various reports, analysis and reviews to show standard compliance; and submit a copy to the Accreditation Manager. The Training Director will meet periodically with the Accreditation Manager to ensure all needed documentation is being provided.
- g. Training records are owned by the Department and may be used by the employee's supervisor, Professional Standards Unit, Training Unit or the Legal Advisor. Training records will be maintained in PowerDMS on the Department's secure network.
- h. The Chief of Police must approve all disclosures of training files. Training records will be released in accordance with the Freedom of Information Act as applicable and Kansas Open Records Act.

Administrative Reporting Guide			
Report	Report Description	Due	Submission
Criminal History Check	Criminal background investigation	90 days before beginning of academy	Training Bureau Administration
Application for Certification	Application to conduct law enforcement academy	45 days before beginning of academy	KLETC
Curriculum course comparison sheet	Course content	45 days before beginning of academy	KLETC
Roster of attendees	Attendees names	Before beginning of academy	KLETC
Demographics	Attendees information	Before beginning of academy	KCPOST
Pre-Training evaluation forms Parts I & III	Attendees information	Before beginning of academy	KLETC
Facility Description	Description of facility for	Before beginning of academy	KLETC

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	training academy		
Requirement Description	Description of training academy requirements	Before beginning of academy	KLETC
Instructor Application	Qualifications of potential academy instructors	Before beginning of academy	KLETC
Official transcript	Recruit academy transcript	At the end of academy	KLETC
Absence report	Report of recruits absence from training	At the end of academy	KLETC
Training report	List of each student and their total hours of attendance	At the end of academy	KLETC
Training sign-in sheet	Sign in/out sheet for each training session	Each training session	Training Bureau Administration
FTO daily observation	Observation of recruit during field training	Daily	Training Sergeant

5. Public Information Procedure

- a. Any media requests received by the Training Academy will be referred to the Topeka Police Department Public Relations Specialist. (See General Order 4.2.2 Public Information and Media Relations)
- b. Kansas Open Records Requests will be handled by the Department's Legal Advisor or the Records Custodian.
- c. The Training Director and Academy staff should be proactive in developing and submitting to the Department PIO information about programs or activities the Training Academy is involved in which may be of interest to the public.

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6. Public Health: The Academy will follow the Department's COOP plan, city policy and General Order 3.1 Employee Injury, Illness and Exposure. Every measure will be taken to prevent communicable diseases. If it is determined or suspected that there may be an occurrence to serious communicable disease at the academy or any training related facility, the Training Director or designated supervisor will do the following;
 - a. Immediately notify the Chief of Police and City of Topeka Human Resources Risk Management office,
 - b. Initiate any appropriate actions directed by Risk Management and public health officials,
 - c. Inform all affected and or possibly exposed individuals of symptoms, signs of early recognition, and contact information for treatment,
 - d. The Director should determine if classes or any and all activities at the academy should be canceled,
 - e. If they are canceled or moved to a later date, or different location students, or attendees will be notified;
 - f. Should health officials determine that disinfection/sanitation methods should be initiated, the Training Director shall ensure that such methods are completed;
 - g. The Training Director shall report in writing, to the Chief the following:
 - 1) What the disease or illness was including any possible causation factors;
 - 2) What actions were taken and evaluation of their effectiveness;
 - 3) Describe any preventative measures that should be implemented to prevent future occurrences.
7. Complaints/Complaint Investigation
 - a. Complaints, whether internal or external of the academy, including anonymous complaints, against Academy employees, contractors, volunteers, and students will be reported to the Training Director or designee.
 - b. The Director will confer with the commander of the Professional Standards Unit to determine if the complaint should be investigated by a member of PSU or assigned to the Training Director to be investigated. Refer to General Order 3.15 Professional Standards and current FOP contract.
 - c. Employees who are the subject of a complaint will be notified of the nature of the complaint/investigation in accordance with the current FOP contract and General Order 3.15. Notification will include the rights and responsibilities of the employee.

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- d. Upon completion of an investigation, the investigating authority will notify the Chief of Police and other appropriate persons of the findings of the investigation
- e. Recommendations for disciplinary action on founded complaints will be considered by the Chief of Police whose decision will be provided to the employee in writing.
- f. By the current FOP contract and Department policy, employees may be placed on administrative leave if so determined by the Chief of Police.
- g. Complaints of harassment shall be referred to the Director of Human Resources as needed following steps as outlined by City and Department policies.
- h. The time limit for completing the investigation and process for requesting an extension will follow the procedures established in Standard Operating Procedure 3.15 Professional Standards.
- i. As establish in General Order 3.15 an annual statistical summary of complaints will be completed by PSU. In addition, to the aforementioned, the Academy Director shall conduct an annual review of all complaints against Academy personnel.
- j. The retention and security of complaint files will be in accordance with state law, City and Department policy. See Standard Operating Procedure 3.15, Profession Standards.
- k. Complaints made against persons affiliated with the Academy, but not an employee will be initially investigated by the Training Director. Those who are the subject of such complaints may include contractors, outside agency instructors or students, etc. Based on the nature of the complaint the Director may confer with PSU to determine the proper authority to handle the investigation.

III DIRECTION

- A. The Topeka Police Department Training Academy is established and authorized by the Kansas Law Enforcement Training Center. (KLETC). The Training Unit will keep all documentation and licenses that;
 - 1. Establishes the Academy,
 - a. KLETC Form 301 Application or Renewal for Academy Certification;
 - b. KLETC Form 302 Individual instructors' application for certification;
 - 2. Designating the authority and responsibilities of the Director
 - a. The Chief of Police is the CEO of the Training Academy and has designated the Director of Training to manage and oversee the operations of the Training Unit including the Academy

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- b. In the absence of the Director the Assistant Director will assume command of the Training Unit.
 - c. In exceptional situation where police protocol is not clearly indicated by Departmental policy or directive, the ranking or senior officer present (regardless of functional assignment) shall be responsible for, and may assume command until officially relieved, for all police operations and personnel in a manner which provides for the most orderly and efficient accomplishment of the police task.
 - d. The Academy Sergeant is responsible for the day to day operation of the Academy.
3. The mission of the Training Academy is to provide high quality, professional and progressive training to law enforcement personnel and members of the community.
4. The Academy goals values and beliefs are as follows:
 - a. Ensure that graduates of the Academy are fully trained and capable of providing professional and fair policing to our community;
 - b. Provide high quality training to academy students;
 - c. Develop an academy curriculum that includes:
 - 1) Mandated subject matter of basic law enforcement training as determined by KLETC.
 - 2) State law requires 572 hours of training for law enforcement certification (KSA 74-5607(a)).
5. The Topeka Police Department Training Academy will not tolerate any sexual harassment, hazing or other type of harassment. Employees and all instructors shall abide by General Order 1.4 the Rules of Conduct for Department Employees.
6. Academy employees will abide by the Law Enforcement Code of Ethics.
7. Students of the Academy will be required to sign a written Code of Ethics after receiving ethics training.
8. All full-time personnel shall receive ethics training at least biennially.
9. The Topeka Police Department Academy will abide by policies and procedures of the City of Topeka and the Topeka Police Department.
 - a. The Training Director may issue Training Bulletins as necessary; such directives will not conflict with City or Department policy.
 - b. The Training Bulletins will be disseminated to personnel through PowerDMS.
 - c. Training Bulletins will be stored on PowerDMS.
 - d. Employees will acknowledge the receipt of Training Bulletins by signing in PowerDMS.

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10. Employees may recommend new policies or changes to existing policy by following procedure outlined in General Order 1.1 Department Manual and Written Directives.
 11. The Director is responsible for planning and managing the Training Unit's allocated budget including;
 - a. Personnel and materials,
 - b. Out of town training,
 - c. Promotion testing materials,
 - d. Range,
 - e. Equipment upgrades and procurement;
 - f. Supplies
- B. Budget Procedure:
1. The City of Topeka and General Order 2.1 Fiscal Management Forfeitures and Funds, budget process will be followed.
 2. Audit of Fiscal Activity
 - a. The Chief of Police may order internal audits of Training Unit expenses at any time.
 - b. Expenses shall be used in compliance with Department and City of Topeka policies.
 - c. The City of Topeka audits all non-cash funds during the annual audit by an outside accounting firm.
 3. Equipment Inventory and Control
 - a. All fixed assets with an initial cost of \$5,000 or more shall be listed on the City's inventory.
 - b. The Training Director is accountable for the management of the Academy's equipment and shall maintain an inventory records.
 - c. Assets will be inventoried annually. A report of this inventory will be forwarded to the Fiscal Unit.
 - d. Academy attendees will be issued uniforms and equipment through the Department's Quartermaster.
 - e. Recruits shall wear Department approved uniforms as dictated by the Training Director.
 - f. Equipment will be maintained and cared for by the Recruit as required.
 - g. Requests for new or replacement equipment and uniforms will be coordinated with the Training Director and the Quartermaster.
 4. Property
 - a. The Training Unit is responsible for ensuring all recruits are provided uniforms and related equipment. This responsibility should be coordinated with the Department Quartermaster.

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- b. The following inventories and inspections will be completed and submitted to the Training Director:
 - 1) Range including firearms: Rangemaster
 - 2) Mat room and all Defensive Tactics equipment: Defensive Tactics Officer in Charge
 - 3) Emergency Vehicle Operations Course vehicles and equipment: EVOC Officer in Charge
 - 4) Any asset valued over \$5,000 will be reported to the Fiscal Unit.
 - 5) The Fleet Sergeant will inspect each section of the Training Unit tri-annually.
- 5. Issuing Property:
 - a. Recruits will receive assigned uniforms from the Quartermaster.
 - b. The Rangemaster is responsible for issuing weapons to officers and ensuring repairs as needed.

IV. HUMAN RESOURCES

- A. Classification:
 - 1. The Academy will consult with the City of Topeka Human Resources in determining classification and compensation for employees.
 - 2. Academy staff will consist of a Lieutenant, four Sergeants, and a civilian employee.
 - 3. If the Training Director determines that a position needs to be reclassified he/she will notify the chain of command and Human Resources in writing. Documentation supporting the suggested reclassification will be included.
 - 4. All current job descriptions are available to Department employees on the Department's O drive.
- B. Compensation: All salaries, benefits and conditions of work are determined by negotiation between the City of Topeka, FOP and KAPE. Please see General Orders 3.10 Employee Time and Attendance, 3.1 Employee Injury, Illness and Exposure: 3.2 Secondary Employment and Off-Duty Enforcement, and the current FOP contract.
- C. Collective Bargaining
 - 1. Full-time permanent City police officers in the following classifications: Officer, Detective, Sergeant-have the opportunity to participate in collective bargaining through the FOP. This is outlined in the current FOP contract. Civilian employees who are members of KAPE may, likewise, participate in collective bargaining as outlined in their contract.
 - 2. See 2.7 Collective Bargaining and Contractual Agreements,
 - 3. Employees may obtain a copy of the ratified labor contract on PowerDMS.
- D. Evaluations:

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1. All Training Unit employees will receive a performance evaluation, annually as outlined in contracts, City and Department General Order 3.6 Evaluations, Promotions and Awards.
 2. No probationary sworn employee will be assigned to the Training Unit or Academy.
 3. Civilian employees will receive a probationary evaluation according to General Order 3.6 Evaluation, Promotions and Awards.
 4. Early Intervention System:
 - a. Supervisors may be consulted if an employee has triggered the Department's Early Awareness Intervention Program (EAIP) system.
 - b. Intervention will be determined along with Bureau Commander according to FOP contract, Topeka Police Department General Order 3.13 Early Awareness Intervention Program and City policy.
 - c. Disciplines may be issued by supervisors in accordance with FOP contract, City of Topeka and Topeka Police Department policy.
- C. Grievances:
1. Training Unit employees who disagree with a supervisor's review, discipline or directive may file a grievance to the Deputy Chief and Human Resources as outlined in FOP contract and City and Department policy.
 2. Records of disciplines, terminations and grievances will be maintained by City of Topeka Human Resources.
 3. The Deputy Chief or designee will conduct an annual analysis of grievances and determine trends or steps to best suit the academy's needs.
- D. Discipline:
1. Training Unit employees are members of the Topeka Police Department and are bound by the Department's code of conduct.
 2. The Topeka Police Department and the City of Topeka strictly prohibits sexual harassment or any other harassment based on a protected class such as race, color, disability, national origin, age, sex, or religion in the workplace.
- E. Professional Development
1. Employees of the Training Unit will have the opportunity to attend continuing education classes and training and will maintain certification as required.
 2. Members of the Training Unit who require specialized training:
 - a. Rangemaster/Firearms Instructor;
 - b. Driving Instructor;
 - c. Defensive Tactics Instructor;

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- d. Taser Instructor;
 - e. Chemical Spray Instructor;
 - f. Other positions as determined by the Training Director.
3. Requests to attend training will be submitted through Chain of Command to the Training Director. Employees will attend assigned trainings and complete a training attendance sheet.
 4. Fees for Training staff to attend approved training will be paid by the Department.
 5. Employees will submit a request for reimbursement for approved training to the Topeka Police Department fiscal office.
 6. The Topeka Police Department Academy will maintain excellence with CALEA accreditation.
 - a. Training or familiarization with the accreditation process to include;
 - 1) A historical perspective,
 - 2) The goals and objectives, and advantages and;
 - 3) Impact to the Topeka Police Department.
 - b. Newly hired personnel within 30 days of beginning employment or 30 days after completing the recruit academy
 - c. All agency personnel during the Topeka Police Departments self-assessment phase when achieving initial accreditation or
 - d. To all agency personnel prior to an on-site assessment.
 7. The Department's Accreditation Manager will receive specialized accreditation training within one year of assignment.
 8. The Academy Accreditation will be managed by the Department's Accreditation Manager in cooperation with the Training Unit.
- F. Guest Instructors:
1. The Training Director will have the discretion to utilize persons from outside the department as instructors or guest lecturers in departmental training programs.
 2. Selected instructors must be subject matter experts in the area to be taught (i.e. prosecutor, pathologist, psychologist, etc.).
 3. The Training Director or designee will review the outside instructor's resumes and credentials prior to selection.
 4. The following steps will be taken before guest instructors are used:
 - a. Identify the subject area to be presented by title, purpose and written training objectives;
 - b. Stipulate the classroom time to be allowed for subject presentation;
 - c. Identify the target group for whom the training will be delivered;
 - d. Require credentialing documentation to be submitted to the Training Director in order to determine that the instructor being

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considered possesses adequate professional expertise and instructional skills required to meet training objectives.

- e. The Director will validate and verify qualifications, credentials, and past experiences and request more information as necessary.
- f. When appropriate, determine that the guest instructor possess a currently valid instructor certification pertinent to state regulations, Department policies and CALEA standards.
- g. When selection has been made, the guest instructor will be notified of the subject area, time allotted, and student target group for which they have been chosen to instruct. They will also be notified of the necessity of a lesson plan being delivered to the Training Director prior to the start of the course in which the guest will appear.
- h. In those cases where a guest instructor charges for services, pre-approval is required and will require a written agreement.
- i. Staff will not enter into any contractual agreements, as such agreements require approval of the Department's administration, and must be approved and signed by the City Manager.
- j. When a guest instructor is utilized, the guest will be subject to the same student and staff evaluation procedures that pertain to Department instructors.
- k. By accepting an instructional role in a Department training program, the guest instructor acknowledges the supervisory role of the Training Director or assigned coordination staff.
- l. Code of Ethics and the Code of Conduct of the Topeka Police Department will be posted in the academy training rooms. Guest instructors will be informed of expected performance and behavior.

V RECRUITMENT, SELECTION, EMPLOYMENT, AND PROMOTION

A. Recruitment Plan

- 1. The Topeka Police Department's recruitment plan is outlined in General Order 3.4.
- 2. Sworn Academy personnel will be transferred into Academy positions from existing employees at the discretion of the Chief of Police.
- 3. Should the need arise to hire additional non-sworn staff for the Training unit the procedures established by the City of Topeka and General Orders 3.4 will be followed.
- 4. The Topeka Police Department does not discriminate on the basis of sex, race, religion, or any other protected class in recruitment or hiring.

B. Selection

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1. Academy staff is selected by the Chief of Police.
 2. Open specialty positions in the Academy are posted Department wide through email and postings in the officer's work area.
 3. Deadlines, qualifications and a description of duties and responsibilities will be included in postings.
 4. Officers who wish to be considered for open Academy positions may apply with required information to the Training Director. Should the officer be deemed as ineligible for the position he/she will be notified in writing.
 5. Officers applying for positions in the Academy will be informed of all elements of the selection process and the anticipated duration of the process. Personnel not selected must re-apply should another vacancy occur in the future.
 6. Selection criteria will be job related as outlined in the FOP contract or City of Topeka hiring policy for civilian employees.
 7. Application information, including background investigation, is held in secure vaults/networks by the City of Topeka Human Resources. Applications are held for five years by Human Resources.
 8. All employees are subject to a drug test prior to employment with the City of Topeka. Sworn officers are required to undergo a more extensive physical exam and may be selected for a random drug test after employment as covered in the FOP contract.
- C. All new employees attend Employee Orientation with Human Resources at the beginning of employment.
1. During this orientation employees are given information about:
 - a. Policies;
 - b. Procedures;
 - c. Regulations;
 - d. Working conditions;
 - e. Rights and;
 - f. Responsibilities.
 2. Sworn officers are required to attend Recruit Academy training.
 3. Upon assignment to the Academy employees will receive orientation training to include:
 - a. The role of the Academy within the organization;
 - b. Academy goals;
 - c. Agency specific policies related to Academy/Training functions;
 - d. Hours of assignment; and
 - e. Employee responsibilities.
- D. Probationary period
1. A newly hired civilian will have a six month probationary period.

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2. Sworn personnel assigned to the Academy will have completed their initial probationary period before being eligible to transfer to the Training Unit.
 3. There is no probation period once assigned to the Training Unit.
- E. Promotion: The Academy has no role in structuring or implementing any promotional process within the agency. The procedure that follows and General Order 3.6 (Evaluations, Promotions, and Awards) document the promotional process. All personnel have access to General Orders and contracts via PowerDMS.

VI INSTRUCTIONAL SYSTEMS

- A. The Training Academy will be responsible for developing and utilizing training programs that meet the standard established by Kansas law for basic law enforcement training/certification. Basic law enforcement training, as determined by the Kansas Law Enforcement Training Center and approved by the Kansas Commission on Peace Officers' Standards and Training (KS-CPOST(KLETC)). Pursuant to K.S.A. 74-5607(a); Basic law enforcement certification training consists of 560 hours.
- B. The Training Unit is also tasked with establishing an annual in-service training program/curriculum that meets the needs of officers in enhancing their knowledge of current trends in law enforcement.
- C. Analysis of Training Needs:
 1. A number of factors may be utilized in determining training needs to include the following:
 - a. Courses that meet the requirements of Kansas state law and KLETC requirements.
 - 1) In many cases lesson plans developed and approved by KLETC are utilized.
 - 2) Assessment of the target population;
 - 3) Assessment of gaps in performance;
 - 4) Lesson plans developed by instructors are approved by the Training Director before delivery.
 - b. Development or amending of Department directives including general orders, standard operating procedures, re-organization of the Department, and the goals and objectives of the Department.
 - c. A review of current trends in law enforcement both at the state and national level;
 - d. Information brought back to the Department by personnel who have attended a training program outside the Department. Included in

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this is information personnel may obtain from professional law enforcement associations;

- e. A review of reports, inspections, audits and annual analysis completed by the Department as a part of its law enforcement accreditation program;
- f. Changes in court decisions, state statutes, and City of Topeka ordinances.

- 2. Task Analysis: the Training Director or his designee will conduct a formal task analysis for entry level training. This shall include all topics of law enforcement including:
 - a. Use of force;
 - b. Emergency Vehicle Operations;
 - c. Self-defense;
 - d. Ethics and integrity,
 - e. Less lethal weapons,
 - f. Officer safety.

D. Course Content:

- 1. Content of courses must meet several factors.
 - a. The first are those courses mandated by KLETC to be included in a basic recruit academy certification program.
 - b. Secondly, are courses that are designed to serve as the overall curriculum for the state mandated in-service training program;
 - c. Compliance with CALEA standards. These include such topics as legal updates, bias-based policing, response to mental health crises, all hazard training, etc.
- 2. The following sources may be analyzed and evaluated in the development of course content:
 - a. Recommendations from the Department's Training Committee;
 - b. Recommendations from Departmental personnel;
 - c. Input from previous and recent trainees;
 - d. Training class surveys and formal needs assessments;
 - e. Analysis of policy violations, PSU complaints, injuries and accidents;
- 3. Courses will be specific in nature and relevant to the topic they are designed to teach. Achievement will be measured by written tests or hands-on scenario based training.
- 4. Instructors will use generally accepted adult learning techniques.
 - a. Minimal lecturing;
 - b. Immediately useful relevant information;
 - c. Group activities, table top exercises and role playing;
 - d. Case studies, anecdotes, stories

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- E. Lesson Plans: Lesson plans are required for all training classes. Instructors will use lesson plans provided by KLETC as the basis for teaching Academy courses. The instructor will ensure all learning objectives are covered during the course.
1. Process for supplemental courses
 - a. Instructors shall submit their plans for approval by the Academy Director two weeks prior to the course presentation;
 - b. Training specifically designed for the recruit academy must also be approved by KLETC;
 - c. Lesson plans are written and revised by KLETC;
 - d. Instructors are permitted to supplement the written lesson plan with antidotes; videos; and other material approved by the Training Director.
 2. Revisions:
 - a. Instructors shall review their lesson plans to assure that they are accurate and up to date as far as content information;
 - b. Evaluations and test results will be used to improve and revise lesson plans and necessary.
 3. Training aids: All computers, supplies, equipment and other training aids are the property of the City of Topeka and the Topeka Police Department. (see General Order 2.6 Computer Software and Radio Equipment)
 - a. Instructors may request training aids from the Training Unit.
 - b. Training aids will be stored and used according to manufacturer's guidelines;
 - c. Purchases of new training aids may be requested according to the City of Topeka and Department purchasing guidelines.
 4. Lesson plans shall include:
 - a. A title;
 - b. A description of the instruction including goal of course;
 - c. Length of the course;
 - d. Performance objectives that are clearly stated;
 - e. Relate the training to specific job tasks;
 - f. Specific instructional techniques, i.e. lecture, groups, discussion, scenario exercises that are based on course objectives;
 - g. Method of testing and evaluation;
- F. Testing:
1. Testing will assess the students' grasp of the course objectives.
 2. Students will demonstrate skills taught during the course;
 3. Pre-tests should be utilized to assist in determining the students' knowledge prior to instruction, and;

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4. Post class testing to assess the students' understanding of the information and skills taught during the course.
- G. Practical Exercises/Scenarios: Practical exercises and scenarios will be realistic and task related. Lesson plans for practical exercises and scenarios must include:
 1. Learning objectives;
 2. Performance measures including tests;
 3. Grading guidelines;
 4. Student and instructor safety is a top priority of the Training Unit. All rules and decorum will be observed;
 5. Civilian actors.
- H. Evaluation
 1. Academy staff will ensure that an evaluation for each course is documented. Evaluations will include:
 - a. Course content;
 - b. Instructors and;
 - c. Facilities.
 2. Instructors at the Academy will be evaluated by both students and Academy staff. Evaluations shall include:
 - a. Instructor preparedness;
 - b. Knowledge of the subject matter;
 - c. Presentation;
 - d. Assessment of interaction between the student(s) and the instructor.
 3. An overall evaluation will be completed by Academy staff based upon an analysis of all completed surveys.
 4. The Training Director or his designee will be responsible for providing feedback to instructors relative to the surveys completed.
 5. Staff, full-time instructors, and outside instructors must be made aware that they are subject to evaluation by a member of Academy staff. Criteria used in the evaluation include:
 - a. Classroom discipline;
 - b. Use of training techniques;
 - c. Knowledge of subject matter, and;
 - d. Preparedness;
 - e. Interaction with students;
 - f. Appearance and demeanor;
 - g. Was the subject matter covered completely and course objectives met.
 6. Academy staff is also responsible for evaluating the effectiveness of training courses. Each course offered should be evaluated at least

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semi-annually. More frequent evaluation may be warranted based on student and staff evaluations.

7. Field Training: Recruits will be assigned to Field Training Officers (FTO) for a period of six months after graduation from Training Academy. During field training the FTO will complete daily observation sheets to measure the effectiveness of the training academy and student's application of learning objectives.

VII TRAINING ADMINISTRATION

A. Administration

1. Surveys: The Academy will conduct a survey at the conclusion of each training program. Such surveys are in addition to the evaluation of each training class that makes up the curriculum. Each attendee will be provided a copy of the survey to complete and return to the academy administrators
 - a. The survey will solicit recommendations from each officer as to whether changes in the curriculum should be made. Examples include:
 - 1) Were the classes relevant to enhancing your knowledge and skill levels;
 - 2) If you could add a class/subject matter to the academy curriculum what would it be and why;
 - 3) What class/course would you delete and why;
 - 4) Overall, is the academy's performance meeting the needs of the Topeka Police Department? Are the academy employees and part-time instructors competent and knowledgeable;
 - 5) Recommendations or suggestions for improvements relevant to the overall function of the Academy.
2. Training Data:
 - a. The Training Unit offers a number of classes and training programs to sworn personnel from outside agencies. Upon completion of each program attended by an outside agency officer the academy will provide the following information to the officer's department:
 - 1) Title of the class;
 - 2) Training hours awarded;
 - 3) A copy of any certificate(s) that were earned;
 - 4) Any additional information the Department may request relating to the class and the officers attending.
3. Course List:

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- a. Recruit officers employed by the Topeka Police Department will be provided with orientation materials during the first week of the recruit academy. The materials will include:
 - 1) The procedures of the academy;
 - 2) Conduct;
 - 3) Attendance;
 - 4) Manuals;
- b. Students will be given an Academy calendar at the beginning of the Academy session. This calendar will include:
 - 1) Identification of courses, physical training, scenarios and testing;
 - 2) Length of training;
 - 3) Dates of training;
 - 4) Attendance dates.
- c. The Training Unit conducts and hosts classes that are open to other law enforcement agency personnel. Announcement of training open to outside agencies will include:
 - 1) A description of the course by name and content;
 - 2) Registration requirements and contact information for the Training Unit;
 - 3) Length of the class and attendance requirements;
 - 4) Personnel that would benefit from the course;
 - 5) Any prerequisites;
 - 6) A description of any fitness level the attendees should have to successfully participate including physical danger that may occur;
 - 7) Equipment required;
 - 8) The dates of the training, costs involved and class size limit.
- 4. Access:
 - a. Academy staff has access to all Department employees through email and phone.
 - b. The Academy will follow City and Department procedures to contract outside services.
 - c. Rosters of all students currently attending courses and attendance sign-in sheets are maintained electronically by the Training Unit administrative assistant.
- 5. Training Committee
 - a. The Training Committee shall be made up of:
 - a. The Director of Training, who may serve as Chair;
 - b. Representatives from each Bureau and;

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- c. Two FOP representatives. (FOP contract, Article 14, section 2.)
 - b. Members of the Department may volunteer or be assigned to the Committee by the Deputy Chief. Members will serve a one-year term. Upon completion of their assigned term current members who wish to remain on the Committee will submit a memo to the Deputy Chief. The remaining Committee vacancies will be filled through memos of interest submitted by at large department members. If a Committee member who has been selected for a membership cannot fulfill their responsibilities and desires to resign, a memo of resignation will be forwarded to the Chairman. In the event of a resignation, this position will be posted through department email.
 - c. The committee will actively work in cooperation with the Director of Training to assist in the Department's training function.
 - d. The Committee may review reports from the following sources to identify training needs:
 - 1) Accident/Pursuit Board reports;
 - 2) Use of Force Review Team reports;
 - 3) Legal bulletins; and
 - 4) New policies, policy changes & special orders;
 - 5) Professional Standards and citizen complaint issues.
 - e. Additional resources to be considered:
 - 1) Training recommendations from the Chief of Police;
 - 2) Training recommendations from the Director of Training;
 - 3) Training proposals or requests from within the department;
 - 4) Performance evaluations;
 - 5) Evaluation of past training programs and in-services;
 - 6) Current state and national trends and issues in law enforcement.
 - f. The committee may make recommendations for in-service, roll call, and recruit training and specialized training to the Training Director, with a copy to the Chief of Police or designee. A review of field training program may be requested by the Chief of Police.
 - g. The Training Committee will meet at least annually to evaluate current training and to recommend additional training or changes to training program. The Training Committee may be convened at the discretion of the Chair if the need should arise.
 - h. The Chair of the Committee will report to the Deputy Chief.
6. Academy employees will release student information only in accordance with Department and City policies. 4.22 Public Information and City Code 2.20.070.

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7. A student, employee or instructor at the Academy who is caught plagiarizing copyrighted materials may result in removal from the Academy and other warranted disciplinary action. All copyrighted material should be referenced and credit given to the author.
 8. Academy courses are approved for up to 24 college credits at Washburn University. In order to receive credit a student must:
 - a. Have completed the TPD police academy;
 - b. Must currently be employed by the Topeka Police Department;
 - c. Must be seeking a Criminal Justice Degree from Washburn University.
- B. Academy Records
1. Privacy
 - a. Recruit personnel files will be housed at the City of Topeka Human Resources office. These files are held in a locked vault safe and are only accessible to HR staff.
 - b. The TPD Training Unit is a secure unit on the grounds of the Kansas National Guard. The building is accessed with key fob and Academy offices are kept locked when not occupied.
 - c. Students' files will be kept electronically on PowerDMS. Command staff, Training Unit staff, Chief's administrative assistant and Accreditation Manager will have access to student files.
 - d. Student files will only be released by order of the court or with a release form signed by the student.
 2. Records
 - a. Training courses records will be maintained by the academy and include:
 - 1) Course title;
 - 2) Lesson plans;
 - 3) Instructor(s)'s name;
 - 4) Date of course;
 - 5) Name of attendees, signature of students sign in;
 - 6) Test results, if given.
 - b. Students of the Academy will be given graduation certificates at the conclusion of the training Academy. Certificates of training for Department employees will be stored on PowerDMS.
 - c. Outside agency sworn and civilian personnel who attend a training course with TPD will be provided a certificate or other documentation if they successfully complete the course.
 - d. Training records will be retained indefinitely electronically on PowerDMS.

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- e. The Academy staff will submit to KLETC each student's records as required.
 - f. The Training Unit will update all employees' record when the employee attends training. Records will track:
 - 1) Course title;
 - 2) Date of training;
 - 3) Type of training received;
 - 4) Certificates;
 - 5) Test scores if any are given.
 - g. The following procedure will be used in order for other agencies to send their employees to attend the Topeka Police Department Recruit Academy.
 - 1) The outside agency should request a waiver from KLETC;
 - 2) If approved, the TPD Training Unit will forward KLETC participant forms to the requesting agency.
 - 3) The person requesting participation will be instructed by a cover letter to complete the forms and return them to KLETC and to forward a copy to the TPD Training Unit.
 - 4) If student fails, for any reason, to complete the Academy; the Training Unit will notify the student's home agency's CEO in writing. The notification will include;
 - a) The reason for the student's failure to complete the Academy, i.e. failed tests, withdrawal, or dismissal;
 - b) The opportunity for the client agency to request remedial training for the student.
3. Computer Systems
- a. All City policies and General Order 2.5 Computer Software and Radio Equipment shall be followed regarding the use of City owned computers and software.
 - b. The Training Director will request an inspection of computer passwords from IT to check for violations of policy and misuse of equipment. This inspection will be documented at least quarterly.
 - c. All Training Unit computers are housed on the City of Topeka servers and are backed up daily using an automated scheduler to perform disk-to-disk backups. Backup status is reviewed daily. Restores are performed at least once per quarter.
 - d. Acceptable uses of City owned technology is covered in City Personnel Code 11.1 and General Order 2.5.
 - e. Back-up media is stored in a City facility. No third parties are involved in the storage of City backup media. All back-up media is stored in a separate facility from the actual data. Storage

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facilities are secure protected by physical multi-factor authentication. No back-up media leaves the secure facility.

- f. Retired media is wiped, and physically shredded by a third party.

4. Facilities and Equipment

a. Security

- 1) The TPD firearms range is located in a separate secure location with a locked gate. Any equipment, firearms, and ammunition stored at the range are secured inside the locked building.
- 2) The Department's Armory is located at the LEC. The LEC required a fobbed enter and the Armory has a separate fob authorization to enter.
- 3) Hazardous materials are handled by the TPD Bomb Squad and are disposed of according to ATF and FBI guidelines. Hazardous materials and explosives kept for training purposes are kept in a secure location and are accessible only to certified bomb technicians. Refer to Standard Operating Procedure 6.7 Bomb Squad.
- 4) Only authorized persons with proper credentials are allowed on the Academy grounds and buildings.
- 5) All command staff are provided with a Department cellular phone.
- 6) The evacuation plan for the Training Academy will be in accordance with General Order 46.1.4, and the City of Topeka Emergency Management.
- 7) The Training Unit will review the security of the facility annually; and discuss any recommended changes with the National Guard commander.

b. Criminal Justice Database:

- 1) Recruits are taught and given demonstrations about the NCIC and CJIS databases during their academy training.
- 2) After recruits have successfully completed the Academy, they are given an account to access these secure databases.
- 3) Officers are required to be recertified every two years for continued access.
- 4) Records Unit staff also have access to these databases and can assist officers in obtaining information.
- 5) Upon departure from employment with the Department access to the secure criminal databases is deactivated and tokens are removed from the profile.

c. Needs Assessment

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- 1) The Training Director or his designee will conduct an annual documented needs assessment.
 - 2) This assessment will review training curriculum and facilities for safety and needed improvements including:
 - a) Classroom space;
 - b) Office space;
 - c) Non-classroom space.
- d. High-Risk Training
- 1) All Department training will be conducted by a trainer certified or licensed in the topic being taught.
 - 2) The Department will provide all required safety equipment;
 - 3) Instructors are responsible for student safety while in their class;
 - 4) Students or instructors who have a safety concern during Academy training shall inform Training Unit staff immediately.
 - 5) Training involving firearms will be conducted at the Range with the Rangemaster or certified Firearms instructor.
 - 6) Any training on explosives or hazardous materials will be supervised by a certified bomb squad instructor and conducted according to ATF and TPD safety guidelines and policies.
 - 7) Emergency vehicle operations course will be taught by a certified driving instructor.
 - 8) Recruits are instructed in Department policies and are given access to the policy library.
- e. Training Academy materials are provided by KLETC. KLETC is a unit of the University of Kansas.
- 1) The Training Director has access to all electronic materials from KLETC for training and education. A limited library is available for instructor check out.
 - 2) Instructors are encouraged to use enhancement materials; i.e. videos, simulations, and case studies in order to augment training. Instructors may check out videos and other training aids from the Training Unit Administrative Assistant.
- f. Equipment Plan
- 1) The purpose of this plan is to assure that equipment assigned to and under control of the Academy is maintained in a state of operational readiness.
 - a) Firearms will be inspected at least once annually to ensure they are functioning properly. Non-functioning weapons will be taken out of service for repairs.

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- b) Vehicles assigned to the Academy will be serviced and have maintenance performed by City of Topeka garage.
 - c) Computers will be maintained by the Public Safety Network Administrators. This will include software updates, firewall maintenance, anti-virus programs, etc. Such services shall meet all standards established by the City of Topeka.
 - 2) The Police Department Accounting Unit and City of Topeka Finance Department track fixed assets managed by the Academy.
 - 3) Academy employees will follow General Order 2.1 Fiscal Management, Forfeitures and Funds and City of Topeka Procurement Manual.
- g. Firearms Range:
 - 1) Topeka Police Department firearms range is used for training and qualifications of law enforcement personnel. Civilians are not allowed on the range unless escorted by law enforcement.
 - 2) The range is managed by the Police Department Rangemaster.
 - a) A Topeka Police Department firearms instructor will be present for all Department sanctioned firearms related training.
 - b) Outside organizations utilizing the Topeka Police Department Range Facility shall have a certified firearms instructor present for all firearms related training. The certified instructor shall be authorized to conduct training by their respective organization.
 - 1. Law Enforcement agency firearms instructor certifications shall be recognized by KS-CPOST.
 - 2. Military firearms instructor certifications shall be recognized by their respective Military service branch.
 - c) Emergency medical supplies are available at the range and all instructors are trained in first aid.
 - d) The City of Topeka contracts with a lawn maintenance company to mow and maintain the physical aspects of the range.
 - e) The Rangemaster is responsible for maintaining the range.
 - f) The Rangemaster or firearms instructor will inspect the range before use to ensure safety.
 - g) The range is a secure area inside fenced property that is not open to the public.

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- h) Signs warning of private property are posted around the property,
 - i) All neighbors of the range are made aware of the presence of law enforcement firearms training.
 - j) The TPD range will be kept in compliance with all regulations governing such facilities.
3. Range Facility Rules:
- a) Rules and safety procedures will be reviewed with users prior to training session.
 - b) The Rangemaster will post the rules at the range facility:
 - c) Range rules are:
 - 1) No person will fire any weapons or ammunition on the Range without specific permission of the Chief of Police or designee.
 - 2) Automatic weapons will not be fired on the Range without the express permission of the Chief with approval of the Range Master.
 - 3) No dry firing without the permission of the Range Master.
 - 4) No smoking while on the Range.
 - 5) No person who has been drinking intoxicating beverages or whose judgement is impaired by drugs will be allowed on the Range.
 - 6) No alcoholic beverages will be allowed on the Range.
 - 7) Outside agencies using the Firearms Range must annually sign a Hold Harmless Agreement with the Topeka Police Department before using the Range and must have a TPD firearms instructor present at the range when using this facility.
 - d) Only authorized weapons and ammunition will be used on the range.
 - e) The Rangemaster or firearms instructor will determine the target and other equipment required for the training session.
 - f) Eye and ear protection shall be worn when shooting firearms.
 - g) Stored weapons and ammunition will be secured in a locked safe/cage inside the Range armory.

VIII INSTRUCTORS

A. Criteria:

- 1. All instructors must:
 - a. Possess at least a high school diploma or equivalent;
 - b. Be certified or approved as an instructor or approved by the Training Director to serve as instructor based on the

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- applicant's work experience and subject matter experience in the area they will be instructing in.
- c. Work experience including tasks performed in assignments or previous employment history;
 - d. Minimum of Minimum of 18 months of continuous service but 3 years of experience is preferred ;
 - e. Instructor or Field Training experience is preferred;
 - f. Recommendation of supervisor.
2. The Training Unit shall maintain a file of all Law Enforcement Instructor Application Forms that have been submitted to KLETC.
 3. Instructors must complete this application every year for recertification.
- B. Instructors will receive training in the following topics:
1. Lesson plan development;
 2. Performance objectives development;
 3. Instructional techniques;
 4. Learning resources, and;
 5. Testing and evaluation techniques.
- C. Instructional Guidelines:
- The following guidelines are offered as a best practice approach but in many cases may not be practical.
1. Guidelines for instructor to student ratio will be determined by the class instructor and Training staff based on the subject matter being taught.
 - a. Instructors are responsible for determining the risk and safety hazards of the training being administered. These are determined based on the history of or propensity for injury and the severity of an injury if one occurred. (Physical training has a high propensity of injury but low severity. Historically, firearms has an almost zero occurrence of injury but a high propensity, and one could be catastrophic) Instructors will determine instructor to student ratio using the following guidelines:
 - i. High-risk-high-severity training may utilize a one (1) instructor to four (4) students ratio. (Force-on-force, firearms)
 - ii. High-risk-low-severity training may utilize a one (1) instructor to eight (8) students ratio. (PT, DT)
 - iii. Low-risk-high-severity training may utilize a one (1) instructor to eight (8) students ratio. (EVOG, bomb, and K-9 training).
 - iv. Low-risk-low-severity training may utilize a one (1) instructor to fifty (50) students ratio.

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- b. Instructors can decrease ratios based upon the need for accountability, better instruction and monitoring for proficiency. Instructors cannot increase ratios without approval from the Training Director.
 - 2. Instructors will be afforded sufficient time to develop lesson plans and instructional techniques;
 - 3. There is no formal policy relevant to transferring or rotating full time and part time instructors. Such decisions are made by the Training Director in consultation with supervisors and the Chief of Police.
- D. Instructor Monitoring and Evaluation
- 1. Instructors will be evaluated by students after academy instruction using Academy weekly evaluation survey.
 - 2. The Training Director will monitor instructors and evaluate at least biennially to ensure:
 - a. Preparedness;
 - b. Knowledge;
 - c. Presentation;
 - d. Student response.
 - 3. Instructors, in cooperation with the Academy Sergeant are responsible for the safe and effective presentation of training materials and all scenarios and training exercises.
 - 4. Hazing and other dangerous behavior will not be tolerated by the TPD Academy. Students who do such actions will be disciplined up to and including termination.
 - 5. All Academy instructors are qualified by the Department as safety officers and have the authority to approve or discontinue all training activities due to unnecessary risks or unsafe conditions in the following areas:
 - a. Canine;
 - b. Chemical, biological, or radiological agents;
 - c. Defensive tactics;
 - d. Physical fitness;
 - e. Firearms, ammunition, and explosive devices;
 - f. Motor vehicle operations;
 - g. Tactical operations.
 - 6. When the above training topics entail any high-risk activities other than classroom instruction, a safety officer will be present.
 - 7. The safety officer will ensure that students wear appropriate safety equipment during high risk training.
 - 8. Safety procedures will be reviewed annually and submitted to the Training Director.

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IX Students

- A. The Academy safety officer is responsible for student welfare.
 - 1. Continually assess the risk and benefits of scenarios and physical activity during the academy.
 - 2. Consult with the instructor and Training Director on recommended changes based of risk of activity.
 - 3. Ensure students wear proper safety equipment during training exercises.
- B. Students are provided with a calendar of City holidays and Academy training schedule.
- C. Students who do not conform to rules outlined in this SOP and other Department directives may be subject to discipline up to and including termination.