

# GENERAL ORDER



Subject  
**Police Officer Initial Training Program**

Topic	Series	Number
<b>PER</b>	<b>201</b>	<b>29</b>

Effective Date  
**March 19, 2008**

Replaces:  
**General Order 201.29 (Recruit Training Program), dated November 14, 1990**

## DISTRICT OF COLUMBIA

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### I. BACKGROUND

The Metropolitan Police Department (MPD) has established a police officer initial training program within the Maurice T. Turner, Jr., Metropolitan Police Academy (MPA) to ensure that newly appointed entry-level and lateral transfer police officers acquire the knowledge, skills, competencies, and professional ethics required to provide effective police service, earn the respect and trust of the public, and use force judiciously. The initial training program provides police officers the foundation for the successful completion of the probationary period and a successful law enforcement career.

### II. POLICY

The policy of the Metropolitan Police Department is to provide entry-level and lateral transfer police officers with the initial education and training essential for providing effective and ethical law enforcement service to the residents of, and visitors to, the District of Columbia. The initial training shall be consistent with applicable laws and regulations, professional education and training best practices, and MPD policies, procedures, and written directives.

### III. REGULATIONS

- A. Each entry-level and lateral transfer police officer shall complete the initial training program required under this General Order prior to being assigned in any capacity in which he/she is allowed to carry a weapon or make an arrest, except as part of the field training program or as otherwise approved by the Chief of Police. (CALEA 33.4.1)
- B. The initial training curriculum shall include at least twenty (20) hours of training on intra-family offenses pursuant to D.C. Official Code §16-1034.

- C. Academic credit for education at a college or university shall not be accepted in lieu of the training required under this General Order.
- D. Each Provisional Instructor, Instructor, Master Instructor, Adjunct Instructor, Guest Speaker, and Guest Participant who will participate in initial training shall be certified or approved, as appropriate, according to the regulations published pursuant to D.C. Official Code § 5-107.04(f). (CALEA 33.3.1)
- E. The MPA, as practicable, shall use community and interdisciplinary resources to enhance the initial training program.

#### IV. DEFINITIONS

When used in this directive, the following terms shall have the meaning designated:

1. Comprehensive Examination – Examination that assesses an individual's achievement of multiple performance objectives.
2. Curriculum – Plan for the interaction of training participants with the instructional content, materials, resources, and processes for evaluating the attainment of the performance objectives.
3. Entry-Level Police Officer – Individual who has received a Probationary Career Service appointment as a police officer pursuant to Chapter 8 (Career Service) of the District of Columbia Government Personnel Manual.
4. Examination – Procedure in which a sample of an individual's behavior in a specified domain is obtained and subsequently evaluated (or scored) using a standardized process; also known as a test.
5. Field Training – Training provided to a probationary police officer by police district personnel (primarily Field Training Officers and Master Patrol Officers) following his/her successful completion of the initial training program and assignment to a police district. [See GO-PER-201.27 (Master Patrol Officer Program).]
6. Initial Training – Formal standardized instruction that must be completed by each entry-level and lateral transfer police officer prior to being administered the Oath of Office.
7. Lateral Transfer Police Officer – Individual with prior law enforcement experience, who has received a Probationary Career Service appointment as a police officer with the Department pursuant to D.C. Official Code § 1-610.72., who must successfully complete the probationary period requirements, including the initial training program.
8. Lesson Plan – Detailed guide from which training is provided.
9. On-the-job training - Periodic task-based instruction that takes place in field units during the initial training program.

10. Performance Examination – A test that involves the simulated or actual demonstration of the application of a knowledge, skill, and/or competency.
11. Performance Objective - Statement which identifies the specific knowledge, skill, or competency a learner should gain and display as a result of a training activity.
12. Police Officer – An entry-level or lateral transfer police officer.
13. Probationary Period – The eighteen-month time period following the appointment of an individual as a sworn police officer in which the officer performs his/her duties while obtaining the necessary training and experience to judge his/her fitness for a permanent appointment. The period may be extended by the Chief of Police for up to an additional eighteen (18) months. [See General Order 201.7 (Review Boards).]
14. Sworn Police Officer – Individual who has been administered the MPD Oath of Office and possesses full police powers.
15. Written Examination – Test that requires an individual to demonstrate his or her competency by responding to written materials presented in one or more acceptable formats (e.g., multiple-choice, true-false, matching, and restricted and unrestricted essay tests).

## **V. PROCEDURAL GUIDELINES**

### **A. Conduct**

1. Each police officer shall be subject to all MPD directives, including the:
  - a. MPA orientation handbook;
  - b. GO-OPS-110.11 (Uniforms and Equipment);
  - c. General Order 201.26 (Duties, Responsibilities and Conduct of Members of the Department); and
  - d. GO-RAR-201.36 (Metropolitan Police Department Sworn Law Enforcement Officer Code of Ethics).
2. Each police officer shall attend all initial training classes and activities unless excused by the MPA Director or designee. (CALEA 33.1.2)
3. A police officer who is absent for any reason, and for any duration, shall be responsible for the initial training content missed, and shall be required to make up the missed time according to procedures approved by the MPA Director or designee. (CALEA 33.1.2)

4. When a health or medical condition or injury prohibits a police officer from fully participating in any initial training activity, the MPA Director shall receive a signed release from the DC Police and Fire Clinic Medical Director before the officer is allowed to participate in further training.
5. A police officer who accumulates absences exceeding forty (40) hours during initial training may be subject to termination of employment.
6. A police officer who fails to successfully complete the initial training program within the probationary period shall be subject to termination of employment.

B. Orientation

1. Each police officer shall be given an orientation handbook. (CALEA 33.2.1)
2. The handbook shall include, but not be limited to, the following subject matter areas:
  - a. Organization of the training function;
  - b. Tour of duty;
  - c. Schedule of classes and summary of the content;
  - d. Daily training schedule;
  - e. Attendance requirements;
  - f. Tardiness policy and procedures;
  - g. Uniform and equipment requirements;
  - h. Training code of conduct;
  - i. Department's EEO and sexual harassment policies and procedures;
  - j. Department's accreditation program (e.g., Commission on Accreditation of Law Enforcement Agencies); (CALEA 33.5.3.a)
  - k. Classroom conduct;
  - l. Examination requirements;
  - m. Appeals of examination results;

- n. Counseling and remedial training policies and procedures;
- o. Penalties for conduct violations and rights of appeal; and
- p. Graduation requirements.

C. Curriculum

1. The initial training curriculum shall be based on the tasks associated with the most frequent duties performed by sworn police officers following successful completion of initial training (CALEA 33.4.2.a), on training needs analyses (CALEA 33.3.1) , and/or on emerging critical training and risk management needs.
2. The current MPD community policing strategy shall provide the foundation for, and be reflected in, all components of the initial training curriculum.
3. The initial use of training curricula shall be consistent with the MPD's current use of force model and the provisions of the following directives:
  - a. GO-RAR-901.01 (Handling of Service Weapons);
  - b. GO-RAR-901.04 (Oleoresin Capsicum (OC) Spray Dispensers);
  - c. GO-RAR-901.07 (Use of Force);
  - d. GO-RAR-901.08 (Use of Force Investigations);
  - e. GO-RAR-901.09 (Use of Force Review Board); and
  - f. GO-RAR-901.11 (Force Related Duty Status Determination).
4. Each lesson plan prepared to implement the curriculum shall contain (CALEA 33.1.4.a, 33.1.4.b, and 33.1.4d):
  - a. Course and/or lesson title;
  - b. Author(s);
  - c. Date prepared and approved;
  - d. Number of hours of instruction and testing;
  - e. Training parameters (such as class size and audience);
  - f. Instructional techniques;
  - g. Training aid(s) and handout(s);

- h. Learner performance objective(s);
  - i. Related essential job task(s);
  - j. Related reference materials (such as a Department directive or a published textbook);
  - k. Qualifications required to instruct in the subject matter area;
  - l. Examination plan; and
  - m. Content of the training.
5. The curriculum shall, include, but not be limited to, the following subject matter areas:
- a. Fundamentals of the MPD;
  - b. District of Columbia Code crimes against persons and property;
  - c. Criminal procedures;
  - d. Rules of evidence, affidavits, and testimonial evidence;
  - e. Investigative patrol techniques;
  - f. Vehicular and traffic laws and regulations;
  - g. Traffic enforcement;
  - h. Special law enforcement situations;
  - i. Emergency response situations;
  - j. Handling property;
  - k. Behavioral science;
  - l. Communications;
  - m. First responder for law enforcement;
  - n. Physical skills;
  - o. Vehicle skills;
  - p. Defensive tactics skills;
  - q. Firearms skills; and

r. Civil disturbance response skills.

D. Testing (CALEA 33.4.2.b)

1. The initial training program shall be based on evaluation techniques that are designed to measure acquisition of the essential knowledge, skills, and competencies required of sworn police officers. (CALEA 33.4.2.b)
2. Each police officer shall be administered valid and reliable examinations, including one or more comprehensive examinations, at designated intervals throughout the training to determine the achievement of the performance objectives.
3. A police officer may not be administered a comprehensive examination unless he/she has completed all of the related classroom and/or performance-based training.
4. Each police officer must successfully complete all required examinations in order to be issued proof of completion of the initial training program.
5. Successful completion for a written examination shall require a score of seventy (70) percent or higher; except that the score for the:
  - a. "First Responder for Law Enforcement" written examination shall be eighty (80) percent or higher or as otherwise required by the U.S. Department of Transportation; and
  - b. CPR (cardiopulmonary resuscitation) written examination shall be eighty-four (84) percent or higher or as otherwise required by the American Heart Association.
6. Successful completion of a performance examination shall be defined as a rating of at least "Meets Expectations," "Pass," or equivalent criterion of acceptable performance.
7. The results of each examination shall be reviewed with each police officer.
8. When a police officer fails any examination, the officer shall be required to receive remedial training based on a documented plan that: (CALEA 33.1.5)
  - a. Specifies the difficulty encountered by the officer;
  - b. Describes the remedial activities;
  - c. Time frame for completion; and

- d. Expected behavioral outcome(s).
- 9. When a police officer is administered a written or oral re-examination, the examination shall contain equivalent but different items from the original examination.
- 10. When a police officer fails a total of three written examinations, fails a performance examination for the third time, or fails to maintain a written examination average of at least seventy (70) percent, the MPA Director shall recommend to the Chief of Police that the officer be subject to employment termination.

E. Roles and Responsibilities

- 1. Each initial training instructor shall:
  - a. Obtain a copy of the lesson plan(s) for which he/she is responsible and adhere to the lesson plan(s), except when otherwise authorized by the MPA Commander;
  - b. Ensure the availability of the instructional materials, aids, handouts, and equipment required to deliver a lesson plan;
  - c. Ensure that each police officer is provided the required instructional materials and supplies;
  - d. Provide instruction and remedial training;
  - e. Prepare and submit lesson plans as directed; (CALEA 33.1.4.d)
  - f. Administer examinations as directed; and
  - g. Maintain the certification standards established by the DC POST Board pursuant to D.C. Official Code § 5-107.04(f). (CALEA 33.3.1)
- 2. The Specialized Training Manager shall ensure the proper delivery of physical skills, defensive tactics skills, vehicle skills, and "First Responder for Law Enforcement" training.
- 3. The Firearms and Civil Disturbance Training Manager shall ensure the proper delivery of firearms, civil disturbance, use of force, and chemical weapons training.
- 4. The Recruit Training Manager shall ensure the proper delivery of residential, academic, and on-the-job training.
- 5. The Academic Services Manager shall:

- a. Establish and maintain the records that document the initial training program, including:
    1. An individual training record for each police officer; (CALEA 33.1.6); and
    2. A record for each training class that includes, at a minimum, the names of the police officers, the names and credentials of the training staff, copies of the lesson plans, and the examination results. (CALEA 33.1.7)
  - d. Develop the testing criteria, standards, and procedures;
  - e. Ensure that each initial lesson plan is submitted, through the chain-of-command, to the Office of General Counsel (OGC) for review and approval; (CALEA 33.1.4.d)
  - f. Administer the instructor certification process; and
  - g. Ensure that each police officer who successfully completes the initial training program receives proof of completion and is advised of the procedures for obtaining post-secondary educational institution academic recognition of the training.
6. The MPA Director shall:
- a. Establish initial training program goals and objectives;
  - b. Conduct periodic assessments of the achievement of the initial training program goals and objectives;
  - c. Conduct periodic evaluations of the effectiveness of the initial training program and effect any indicated improvement(s);
  - d. Approve all lesson plans;
  - e. Ensure that all use of force training is reviewed quarterly for quality assurance, consistency, and compliance with applicable law, regulation, and Department policy;
  - f. Ensure that the use of force training is regularly audited;
  - g. Ensure that each manufacturer of a Department-authorized initial training firearm is consulted quarterly in order to determine, and effect, any required training change;
  - h. Ensure that each police officer is administered the Oath of Office upon successful completion of the initial training program; (CALEA 1.1.1)

- i. Recommend to the Chief of Police (COP), as appropriate, the termination of employment of a police officer;
  - j. Provide an annual report to the DC POST Board pursuant to D.C. Official Code § 5-107.04(f)(B); and
  - k. Otherwise ensure the implementation of initial training consistent with applicable law, regulation, and MPD policies, procedures, and directives.
7. The Director, General Support Division, Corporate Support Bureau, shall ensure that each police officer participating in initial training is issued the authorized uniform and equipment.
8. The Senior Executive Director, Corporate Support, shall ensure that the initial training program is appropriately resourced with respect to facilities, equipment, and training materials.
9. The MPD General Counsel or designee shall approve each initial training lesson plan.
10. The Chief of Police shall:
  - a. Approve the initial training curriculum;
  - b. Sign the statement of completion provided each police officer who has successfully completed initial training requirements; and
  - c. Make the final decision on any recommendation for the termination of the employment of a police officer that is generated during the initial training program.

## **VI. CROSS REFERENCES**

1. GO-OPS-110.11 (Uniforms and Equipment)
2. General Order 201.7 (Review Boards)
4. General Order 201.26 (Duties, Responsibilities and Conduct of Members of the Department)
5. GO-PER-201.27 (Master Patrol Officer Program)
6. GO-RAR-201.36 (Metropolitan Police Department Sworn Law Enforcement Officer Code of Ethics)
7. GO-RAR-901.01 (Handling of Service Weapons)
8. GO-RAR-901.04 (Oleoresin Capsicum (OC) Spray Dispensers)

9. GO-RAR-901.07 (Use of Force)
10. GO-RAR-901.08 (Use of Force Investigations)
11. GO-RAR-901.09 (Use of Force Review Board)
12. GO-RAR-901.11 (Force Related Duty Status Determination)

A handwritten signature in black ink that reads "Cathy L. Lanier". The signature is written in a cursive, flowing style.

Cathy L. Lanier  
Chief of Police

CLL:JAE:JGW:CWS:DEP:cc:svw:pas