

SPECIAL ORDER



Subject

Calendar Year 2008 Sworn Member Professional Development Training

Topic	Series	Number
SO	08	04

Effective Date

June 11, 2008

Related to:

GO-PER-201.30 (Scheduling and Attendance of In- Service Training) Effective July 27, 2001

DISTRICT OF COLUMBIA

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I. BACKGROUND

The formal annual Professional Development Training (PDT) program (formerly known as the In-Service Training Program) for sworn members of the Metropolitan Police Department was established in 2001. The purpose of the PDT program is to add to, and refresh, the current knowledge and skills of Metropolitan Police Department (MPD) personnel. Continued training enables members to develop and maintain the competencies required to deliver effective law enforcement service efficiently and safely, customize policing to meet community needs, and use force judiciously.

In Calendar Year (CY) 2008, the Metropolitan Police Academy (MPA) is including computer-based distance learning among the training methodologies used to deliver PDT. This approach will permit members to complete training requirements at their assigned elements and assist in meeting MPD minimum staffing levels and other policing requirements. In addition, members will now also be able to fulfill a designated portion of the annual training requirement by successfully completing outside training.

II. POLICY

The policy of the Metropolitan Police Department is to provide members the continuing professional development training required to continue to perform their assignments safely and effectively. The professional development training shall be based on the current and emerging needs of the MPD, emphasize problem-based learning, and incorporate current adult learning and training delivery strategies.

III. DEFINITIONS

When used in this directive, the following terms mean:

1. Alternate Training – Outside training, or MPD-conducted/sponsored training, that may be used by a member in the ranks of Officer and Sergeant to meet

the optional eight (8) hour PDT requirement, and by members in the ranks of Lieutenant and higher to meet sixteen (16) hours of the other-than-mandatory PDT requirement.

2. Chief – Chief of Police.
3. Distance Learning Resource Manager – MPA staff member responsible for developing distance learning content, maintaining the distance learning program, and providing attendance data and reports.
4. Elective Training – Eight (8) hours of MPA-provided training which members in the civil service ranks of Officer and Sergeant may complete, at their discretion, in order to meet the optional PDT requirement.
5. 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.
6. Mandatory Training – Training which all members of a rank must successfully complete.
7. Member – Sworn MPD employee.
8. Outside training – Courses of instruction, seminars, conferences, and workshops that are provided by any person, firm, corporation, partnership, proprietorship, or government other than the MPD.
9. Performance Examination – A test that involves the simulated or actual demonstration of the application of a knowledge, skill, and/or competency.
10. Professional Development Training – Formal standardized instruction provided to members on an annual basis following the completion of initial and field training.
11. Training Coordinator - An MPD element member appointed by the element's commanding official to manage the element training scheduling, processing, and reporting.
12. 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).

IV. REGULATIONS

- A. Each member shall complete at least thirty-two (32) hours of Professional Development Training for Calendar Year 2008 (DC Official Code § 5-107.02).
- B. All mandatory training topics and programs shall be approved by the Chief.
- C. Members shall be provided on-duty time to complete the distance learning training requirement.
- D. The distance learning PDT requirement shall be completed no later than 2400 hours, Monday, December 15, 2008.
- E. Outside training, and/or MPD-conducted/sponsored training other than PDT designated by the Chief as mandatory training for all members of a rank, that is successfully completed by a member in the civil service ranks of Officer and Sergeant, may, with the approval of the MPA Commander or designee, be used by the member to fulfill the PDT requirement, so long as the training was completed in CY 2008.
- F. Outside training, and/or MPD-conducted/sponsored training other than PDT designated by the Chief as mandatory training for all members of a rank, that is successfully completed by a member in the civil service ranks of Lieutenant and higher, may, with the approval of the MPA Commander or designee, be used by the member to fulfill sixteen (16) hours of the alternate PDT requirement, so long as the training was completed in CY 2008.
- G. Any member who is absent from a scheduled PDT session, for any reason, and for any duration, shall be held responsible for the content missed according to procedures approved by the MPA Commander.
- H. Each member must successfully complete all required examinations in order to be issued proof of completion of the CY 2008 PDT.
- I. Successful completion of a written examination shall be defined as a score of seventy (70) percent or higher; except for the "First Responder For Law Enforcement" written examination which shall be eighty (80) percent or higher or as otherwise required by the U.S. Department of Transportation; and the CPR (cardiopulmonary resuscitation) written examination which shall be eighty-four (84) percent or higher or as otherwise required by the American Heart Association.
- J. Successful completion of a performance examination shall be defined as a rating of at least "Meets Expectations," "Pass," or equivalent criterion of acceptable performance.

V. PROCEDURAL GUIDELINES

A. CY 2008 PDT Hourly Requirements (Attachment A)

1. Each member in the civil service ranks of Officer and Sergeant shall successfully complete:
 - a. Eight (8) hours of mandatory armament system procedure tactical baton (ASP), cardiopulmonary resuscitation (CPR), and automated external defibrillator (AED) training, conducted Tuesdays on site at the MPA;
 - b. Eight (8) hours of mandatory scenario training on the Fourth Amendment, Domestic Violence, Officer Survival Skills and Homeland Security; conducted Wednesdays on site at the MPA;
 - c. Eight (8) hours of mandatory distance learning using the MPD-provided on-line distance learning computer-based software; and
 - d. Eight (8) hours of optional training as follows:
 1. Elective training conducted Thursdays on site at the MPA on either:
 - (a) Homicide Bombers; or
 - (b) Patrol Drug Investigations; or
 2. Alternate training approved by the MPA Commander or designee.
2. Each member in the rank of Lieutenant and higher shall meet the annual minimum of thirty-two (32) hours of PDT by successfully completing:
 - a. The training required in Part V.A.1. a and Part V.A.1. c above;
 - b. Sixteen (16) hours of alternate training approved by the MPA Commander or designee.

B. CY 2008 Scheduling

1. Each member who wishes to fulfill the elective training requirement by completing the MPA-provided elective (Thursday) training shall review the schedule shown in Attachment B and advise his/her Training

Coordinator of the of the week he/she wishes to attend the mandatory and elective in-service training.

- a. The elective training will be filled on a "first come-first served" basis.
 - b. If the elective is no longer available, the member shall be scheduled for another elective.
2. Each member who does not wish to complete the MPA-provided elective (Thursday) training shall inform his/her Training Coordinator of the week he/she wishes to attend the mandatory in-service training.
 3. Each member must schedule himself/herself for to attend the training on consecutive days within a single week.

C. CY 2008 Mandatory Distance Learning

1. Each member in the ranks of Officer and Sergeant shall complete the distance learning training within six (6) weeks of the last date he/she attended the CY 2008 PDT at the MPA (i.e., Tuesday and Wednesday or Tuesday through Thursday)..
2. Each member in the ranks of Lieutenant and above shall complete the distance learning training no later than 2400 hours, Monday, December 15, 2008.
3. If a member in the ranks of Officer or Sergeant is scheduled to attend PDT within six (6) weeks of December 15, 2008, the member shall complete the distance learning training prior to completing the MPA-scheduled training.

D. CY 2008 Alternate Training

1. In order to receive credit for alternate training, a member shall
 - a. Shall submit a memorandum through her or his chain-of-command, to the MPA Commander:
 - (1) Identifying the name of the training program;
 - (2) Identifying the sponsoring organization;
 - (3) Stating the date(s) and number of hours to be attended; and
 - (4) To which is attached a description of the content of the training (e.g., syllabus or lesson plan); and

- b. Following the approval of the MPA Commander or designee, and the successful completion of the training, forward to the MPA Commander a copy of the certificate of completion of training.
2. A member may request approval as alternate training, training that was not approved in advance by the MPA Commander or designee as alternate training (e.g., training attended in CY 2008 prior to the initiation of the CY 2008 PDT), by submitting the memorandum described in Part V.D.1.a above, and a copy of the certificate of completion of the training, no later than December 15, 2008.
3. The content of the training must be directly related to the member's current assignment or to achieving the MPD mission.

VI. ROLES AND RESPONSIBILITIES

A. Members shall:

1. Comply with the annual PDT requirement;
2. Schedule their attendance through their element Training Coordinators; and
3. When requesting approval of alternate training, submit the required memorandum through the chain-of-command.

B. Training Coordinators shall:

1. Schedule each member of his/her assigned element for PDT by submitting their names to the MPA e-mail address: mpdc.academy@dc.gov;
2. Monitor the PDT attendance status of members by:
 - a. Coordinating with the MPA to ensure attendance; and
 - b. Informing commanding officials when members are late for, or fail to appear for, PDT;
3. Monitor the distance learning training completion of members by:
 - a. Coordinating with the Distance Learning Resource Manager to ensure members have completed distance learning modules within the prescribed time limits; and

- b. Informing element commanding officials when members fail to meet the prescribed completion time limits; and,
4. Maintain a current, daily spreadsheet record (Attachment C) of the CY 2008 PDT for each member that includes, at a minimum, the following information:
 - a. Member's name;
 - b. Member's CAD number;
 - c. Date Training Coordinator registered member at mpdc.academy@dc.gov;
 - d. Week for which member was registered;
 - e. Date member presented his/her certification of completion of the mandatory PDB training;
 - f. Date by which member must complete the distance learning;
 - g. Date member completed the distance learning; and
 - i. Remarks.

NOTE: The spreadsheet is subject to audit by the MPA staff of the MPA designated by the MPA Commander at any time.

- C. Commanding officials shall:
 1. Ensure element members are properly scheduled and equipped for the on-site PDT and appear on time;
 2. Ensure their Training Coordinators are actively involved in the scheduling and the attendance verification processes throughout the training year;
 3. Ensure that all assigned members are provided time during their tour of duty to complete the distance learning training requirement; and
 4. Ensure all members assigned or detailed to their command attend and complete the PDT within the prescribed time limit(s).
- D. The MPA Commander shall:
 1. Ensure all training content is approved in accordance with established professional educational standards for adult learning;

2. Provide oversight for the PDT administration, scheduling, and records maintenance;
3. Forward notices (Attachment D) of members' tardiness or failure to appear, through the respective Assistant Chief/Director, to the commanding official;
4. Ensure a daily review of the designated MPA e-mail address to ensure a timely review of alternate training opportunities as well as immediate entry of scheduling submissions into the PDT scheduling system;
5. Direct the appropriate MPA staff to manage and monitor the distance learning program to ensure meaningful, professional content and ensure proper recording of attendance;
6. Ensure CY 2008 PDT records are secure and electronically accessible to authorized users; and
7. Approve alternate training.

VII. CROSS REFERENCE

District of Columbia Official Code § 5-107.02

VIII. ATTACHMENTS

1. Attachment A: CY 2008 PDT Daily Calendar
2. Attachment B: CY 2008 PDT Weekly Calendar
3. Attachment C: Sample Training Coordinator Spreadsheet
4. Attachment D: 2008 Professional Development Failure to Appear Notice Form



Cathy L. Lanier
Chief of Police

ATTACHMENT A: CY 2008 PDT Daily Calendar

Tuesday

0630 – 0700	Groups 1 & 2	Annex Auditorium	Roll Call
0700 – 1030	Group 1	Classroom	CPR / AED
0700 – 1030	Group 2	Gymnasium	ASP
1030 – 1100	Groups 1 & 2	Cafeteria	Lunch
1100 – 1500	Group 2	Classroom	CPR / AED
1100 – 1500	Group 1	Gymnasium	ASP

Wednesday

0630 – 0730	Groups 1 & 2	Annex Auditorium	Roll Call & Weapons Turn-In
0730 – 1130	Group 1	Scenarios	Scenario Site A
0730 – 1130	Group 2	Scenarios	Scenario Site B
1130 – 1200	Groups 1 & 2	Range	Weapons Retrieval
1200 – 1230	Groups 1 & 2	Cafeteria	Lunch
1230 – 1500	Group 1	Classroom 1	Critique / Discussion
1230 – 1500	Group 2	Classroom 2	Critique / Discussion

Thursday Elective A

0630 – 0700	Groups 1 & 2	Annex Auditorium	Roll Call
0700 – 1000	Groups 1 & 2	Annex Auditorium	Homicide Bombers
1000 – 1100	Groups 1 & 2	Cafeteria	Lunch
1100 – 1400	Groups 1 & 2	Annex Auditorium	Diversity / Bias Policing
1400 – 1500	Groups 1 & 2	Annex Auditorium	Final Exam / Release

-OR-

Thursday Elective B

0630 – 0700	Groups 1 & 2	Annex Auditorium	Roll Call
0700 – 1000	Groups 1 & 2	Annex Auditorium	Patrol Drug Investigations
1000 – 1100	Groups 1 & 2	Cafeteria	Lunch
1100 – 1400	Groups 1 & 2	Annex Auditorium	Diversity / Bias Policing
1400 – 1500	Groups 1 & 2	Annex Auditorium	Final Exam/ Release

ATTACHMENT B: CY 2008 PDT Weekly Calendar

Month	Tuesday	Wednesday	Thursday	
April	22	23	24	Homicide Bombers
	29	30	May 1	Homicide Bombers
May	6	7	8	Patrol Drug Investigations
	13	14	15	Patrol Drug Investigations
	20	21	22	Homicide Bombers
	27	28	29	Homicide Bombers
June	3	4	5	Patrol Drug Investigations
	10	11	12	Patrol Drug Investigations
	17	18	19	Homicide Bombers
July	1	2	3	Homicide Bombers
	8	9	10	Patrol Drug Investigations
	15	16	17	Patrol Drug Investigations
	22	23	24	Homicide Bombers
August	12	13	14	Homicide Bombers
	19	20	21	Patrol Drug Investigations
	26	27	28	Patrol Drug Investigations
September	2	3	4	Homicide Bombers
	9	10	11	Homicide Bombers
	16	17	18	Patrol Drug Investigations
	23	24	25	Patrol Drug Investigations
	30	Oct 1	Oct 2	Homicide Bombers
October	7	8	9	Homicide Bombers
	21	22	23	Patrol Drug Investigations
	28	29	30	Patrol Drug Investigations
November	4	5	6	Homicide Bombers
	18	19	20	Homicide Bombers



Attachment C: Sample Training Coordinator Spreadsheet

The screenshot shows a Microsoft Excel spreadsheet titled "Sample TC SS.xls". The spreadsheet has 8 columns: Name, CAD, Date Registered, Week Requested, On-Site Completed, Distance Learning Due, Distance Learning Completed, and Remarks. The data is organized into rows for each participant, with dates for registration, on-site completion, and distance learning completion. The "Remarks" column contains a note for Sue Buffalo: "8 hr credit 06/01/08".

	A	B	C	D	E	F	G	Align Right
	Name	CAD	Date Registered	Week Requested	On-Site Completed	Distance Learning Due	Distance Learning Completed	Remarks
1								
2	Anniston, Joe	9999	04/12/08	08/12/08	08/14/08	09/25/08	06/11/08	
3	Buffalo, Sue	9999	04/16/08	07/01/08	07/03/08	08/07/08	05/31/08	8 hr credit 06/01/08
4	Cheyenne, Jorge	9999	04/12/08	07/01/08	07/03/08	08/07/08	06/01/08	
5	Desmoines, Althea	9999	04/16/08	08/12/08	08/14/08	09/25/08	09/01/08	
6	Evanston, Harry	9999	04/12/08	11/18/08	11/20/08	11/03/08	11/02/08	
7	Frederick, Linda	9999	04/16/08	11/18/08	11/20/08	11/03/08	11/01/08	
8								
9								
10								

Attachment D: Professional Development Failure to Appear Notice Form

METROPOLITAN POLICE DEPARTMENT Metropolitan Police Academy		2008 Professional Development Training Failure to Appear Notice	
To: Assistant Chief/Director, Member's Bureau Thru: Director, Metropolitan Police Academy From: Director, Continuing Studies Branch		Date	
A. MEMBER REPORTING LATE OR FAILING TO APPEAR FOR 2008 PROFESSIONAL DEVELOPMENT TRAINING			
Name of Member and CAD Number:	Element/Unit:	Date Late / Absent:	Time Due:
Type of Event: Professional Development Training	Date Training Coordinator Scheduled this Member:		
<hr style="width: 50%; margin: auto;"/> CSB Supervisor / Instructor Submitting Report Sign/Print Name/Date			
B. ELEMENT INVESTIGATION RESPONSE			
INSTRUCTIONS: Member's element is responsible to notify MPA whether tardiness or absence was excused and reschedule as appropriate.			
Reason for Reporting Late or Failing to Appear <input type="checkbox"/> Conflicting Court Commitment (List in the remarks section the type of conflicting commitment(s), defendant's name, US Attorney and Court Room Number) <input type="checkbox"/> Conflicting Work Commitment (List in the remarks section the type conflicting commitment(s)) <input type="checkbox"/> On Sick Leave (list date sick leave began in the remarks section) <input type="checkbox"/> Other (Explain in remarks section)	INVESTIGATIVE FINDINGS & DISPOSITION <input type="checkbox"/> Excused <input type="checkbox"/> Inexcusable <input type="checkbox"/> No Action Taken <input type="checkbox"/> Corrective Action <input type="checkbox"/> Adverse Action <input type="checkbox"/> Other (Explain in Remarks Section)		
Remarks:			

