

LETN TRAINING

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STOW POLICE DEPARTMENT POLICY & PROCEDURE NO. 4.09 ACCREDITATION STANDARDS REFERENCED: none	ISSUE DATE: _____
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I. GENERAL CONSIDERATIONS AND GUIDELINES

The goal of law enforcement training and education programs is to enable officers to develop and maintain the skills, attitude and good judgment necessary for the effective performance of their duties.

Although the Massachusetts Municipal Police Training Committee is statutorily charged with approving a prescribed course of study for in-service officers' training, the Council recognizes that other valuable training sources are also available to municipal police departments.

The Law Enforcement Training Network (LETN) has demonstrated a high degree of professionalism in its programming content. It uses nationally recognized experts in municipal law enforcement training, as well as instructors and courses affiliated with the International Association of Chiefs of Police and numerous federal law enforcement agencies, including the Drug Enforcement Agency and Federal Bureau of Investigation.

The Law Enforcement Training Network (LETN) has been accepted for in-service training credit by the Council.

II. POLICY

It is the policy of this department to:

- A. Implement LETN training throughout the department;
- B. Encourage the regular use of LETN training to achieve the maximum benefit from this resource;
- C. Ensure appropriate documentation and testing; and
- D. Use LETN news and information to help keep personnel up-to-date on law enforcement's current events and legal issues.

III. PROCEDURE: TRAINING OFFICER

- A. **GENERALLY:** The Training Officer will coordinate in-service training, maintain training records and submit to the Council individual officer training records in such form as the Council may prescribe. (The Training Officer may alternatively be called the Training Supervisor or Training Coordinator and may, but need not, be the Chief.)
- B. **TRAINING:** Preferably prior to, but no later than one year after, starting to use LETN for in-service training, the Training Officer shall successfully complete a "Train the Trainer" course provided by LETN or the Council or an equivalent course.

C. DUTIES

- 1. **Training Management:** The Training Officer shall:
 - a. Determine departmental training needs;
 - b. Identify and schedule LETN training segments to meet the department's training needs;
 - c. Document and maintain instructional goals and performance objectives of training segments; and
 - d. Ensure that all appropriate LETN roll-call and in-service programs are videotaped, catalogued and maintained in a videotape reference library and that members of the department are kept updated on LETN programs available in the videotape reference library.
- 2. **In-Service Training**
 - a. The Training Officer shall develop lesson plans that include:
 - 1) Instructional goals and performance objectives for each training program;
 - 2) Specific reference as to how LETN programs are to be used in the training program;
 - 3) Provisions for testing, which may include, but should not be limited to,

- LETN pre-testing and post-testing; and
- 4) Instructor qualification requirements for knowledge of the subject and teaching ability.
- b. Review any LETN program to be used in the training program (in consultation with the training program instructor, if any) to ensure that it is consistent with applicable Massachusetts law and department policies and procedures, preferably prior to using the LETN program as part of the department's training program.
 - c. Ensure the integrity of the testing process and maintain documentation of successful completion of the training program.
 - 1) Pretests and post-tests are to be completed by all personnel participating in selected in-service training segments.
 - 2) Officers must receive a post-test grade of at least 70% to receive credit for LETN in-service training.
 - 3) Officers not receiving a passing grade must repeat attendance at the LETN video session before being allowed to retake the post-test examination.