

## **DEPARTMENT GENERAL ORDER 00-15**

OFFICE of the CHIEF OF POLICE  
REPLACES: General Order 98-28/98-28A

DATE: May 4, 2000

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### **POLICE RECRUIT TRAINING**

#### **I. PURPOSE.**

To comply with legal requirements established by the State of Missouri, all recruit officers must be P.O.S.T. certified or successfully complete basic police training at a certified police academy. The St. Louis County and Municipal Police Academy shall serve as the primary regional training center, and the department, in conjunction with a formal participatory agreement, will maintain a close liaison with same to ensure that the department's training needs are being met.

#### **II. DEFINITIONS.**

Academy - A facility at which agency training programs are conducted, usually housing classrooms, gymnasium, library, and offices for academy instructors and staff. Other facilities, such as a firing range and driving track are usually considered to be part of the academy but may not necessarily be located at the same site.

Outside Academy - An academy not operated by the agency, such as a regional or state training academy providing recruit, in-service, or specialized training.

Recruit - A department employee who is in the academy phase of training and orientation.

Recruit Training - The orientation of new officers to their jobs and the development of basic law enforcement skills.

Rules and Regulations - A set of specific guidelines to which all recruits must adhere.

### III. STATE MANDATED TRAINING STANDARDS.

Pursuant to RSMo 590.100 - 590.150, the State of Missouri requires all peace officers to be certified through an accredited training center. In First Class Counties such as St. Louis County, the state has established a minimum of eight hundred forty (840) hours of basic training for police recruits. Once sworn members of the department have successfully completed the basic training requirements, they shall subsequently comply with the Missouri Code of State Regulations, as formulated by the P.O.S.T. Commission, in regard to the continuing educational mandates affecting law enforcement officers.

### IV. RELATIONSHIP BETWEEN DEPARTMENT AND ACADEMY.

The St. Louis County Police Department manages the St. Louis County and Municipal Police Academy under the oversight of a Board of Directors. In its role as a regional academy the institution provides basic recruit training, in-service training, and specialized training for county and municipal police officers in accordance with the requirements established by the State of Missouri and the P.O.S.T. Commission. To comply with its obligations under the law, and actively participate in such training, the department shall submit a Letter of Intent to the police academy on an annual basis, in which the Police Department agrees to become a member of the St. Louis County and Municipal Police Academy continuing education programs.

St. Louis County assumes the financial burden for all training costs associated with basic recruit training, while under the terms of the Letter of Intent, the Police Department agrees to remit \$100.00 per officer, per annum, to offset the costs of various continuing education programs. Payment of such costs shall generally occur at the beginning of each new fiscal year.

#### A. Interaction by Training Coordinator

The Training Coordinator will serve as a liaison between the department and the academy. In addition to the review, distribution, scheduling, and record-keeping responsibilities associated with training received by regular employees,

the Training Coordinator shall serve as a contact point and supervisor to recruits assigned to the academy for basic training. This will include monitoring the recruit's academic progress, attendance, and behavior during the course of instruction. Should problems arise, the Training Coordinator will

review same with academy officials, offer potential remedial solutions, and keep the Chief of Police apprised of the situation.

At the time a recruit or recruits are due to commence field training, or graduate from the program, the Training Coordinator will, following consultation with the Chief of Police and other appropriate commanders,

arrange for their assignments.

#### B. Instructional Support to Academy

Acting in response to a request for assistance, department personnel and/or resources may be assigned to the academy to conduct specific courses of instruction or to assist the existing academy staff. Should this be the case, personnel shall be selected based upon their formal qualifications to fulfill the need and necessary staffing requirements of the department.

Short-term assignments of this nature shall be approved by the Chief of Police or his designate and existing duty assignments will be altered to accommodate the request, if possible. Long-term assignments shall be founded on a formal contractual agreement between the department and the police academy, where the legal, operational, and fiscal responsibilities of both parties are documented in full. Contracts of this type shall require a review by the City Attorney and the enactment of appropriate legislation by the Board of Aldermen, prior to final approval being granted by the Chief of Police.

#### C. Training Liability

Liability for injuries sustained during training by department employees shall generally rest with the Police Department, except in those instances where an employee may file suit against the academy for negligence.

Injuries sustained by department employees while performing training tasks shall be processed as Workmen's Compensation claims. The employee involved will notify the department's Training Coordinator as soon after an injury as practical, at which time the latter will arrange to have an incident report taken. An Employee Accidental Injury Report Form will also be completed and the documents submitted for processing and placement in the employee's personnel file.

Should the Training Coordinator be unavailable, the employee shall contact the Commander of the Field Operations Bureau or the first available Platoon or Division Commander.

## V. BASIC RECRUIT TRAINING.

In accordance with Missouri State Statute RSMo 590.110, “No person shall be appointed as a peace officer by any public law enforcement agency, which is possessed of the duty and power to enforce the general criminal laws of the state or the ordinances of any political subdivision of this state, unless he has been certified by the Director as provided in section 590.100 to 590.180, unless he is appointed on a probationary basis, and the hiring agency, within one year after his initial appointment, takes all necessary steps to qualify him for certification by the Director.” As such, the Police Department shall adhere to state mandated basic training requirements established for First Class Counties which stipulate that, as a condition of employment, sworn personnel must complete eight hundred and forty (840) hours of basic police training.

No recruit officer shall be assigned to positions which require the trainee to carry a weapon, enforce the law, or to make an arrest, until they have successfully completed a structured, basic police training course at an accredited police academy. However, those recruits which are required to participate in a formal field training program shall be exempted from the preceding prohibition.

### A. Supervisory Control of Recruit Officers

Recruit officers shall be under the direct supervision of the instructors and staff of the police academy during their tenure in basic training.

Officers attending the police academy shall be expected to observe all rules and regulations as established by the institution.

### B. Uniforms and Equipment

Recruit officers shall be furnished uniforms at the start of a certified police training academy. Recruits shall conform to the established dress code of the police academy, and maintain uniforms and associated equipment in accordance with academy standards.

Weapons shall not be carried by recruit officers, either on or off-duty, except as required to participate in firearms and/or field training programs.

### C. Recruit Behavior

Serious violations of academy rules, or failure to maintain an acceptable level of performance may result in disciplinary action, up to and including dismissal from the department

#### D. Contact with Training Coordinator

Recruit officers will maintain periodic contact with the department's Training Coordinator during their course of academy instruction.

#### E. Performance Standards

Recruits shall be required to meet or exceed all academic and/or other performance standards which have been established for the successful completion of the academy program.

### VI. RECRUIT ORIENTATION.

Recruit officers newly assigned to the police academy shall receive an orientation handbook prepared by the academy staff. Contained within this document will be information concerning general academy rules, personal demeanor, fitness for duty, roll call and inspection procedures, uniforms and appearance, use of law enforcement powers, injury reports, leaves of absence, classroom rules, academic standards, firearms standards, physical training standards, awards, and disciplinary procedures.

### VII. TRAINING CURRICULUM.

Recruit officers newly assigned to the police academy shall also receive a handbook outlining the police basic training program curriculum. Prepared by the academy staff, this document will provide information concerning specific courses of study, the hours allocated to each, their applicability to P.O.S.T. Certification, and the exams or performance evaluations which are required.

The established curriculum will be based on tasks associated with the most frequent assignments and/or duties officers will encounter, or be expected to perform in the field.

### VIII. FIELD TRAINING PROGRAM.

All newly hired sworn employees shall be required to successfully complete a field training program which shall generally last six (6) to eight (8) weeks following graduation from basic recruit training. However, contingent upon the judgment of the Field Training Officer and the recruit's immediate supervisor, the field training program may be extended by two week increments as deemed necessary to correct noted deficiencies.

As the St. Louis County and Municipal Police Academy is not required to provide training to recruit officers regarding specific Police Department General Orders, policies,

procedures, or rules and regulations, education in these areas shall be provided by Field Training Officers during the recruit's field training program.

The performance of recruit officers shall be fully documented during field training, with completed ratings forms being placed in the employee's personnel file.

Refer to General Order 98-29, "Field Training," for more detailed information.

BY ORDER OF:

RICHARD T. MORRIS  
Chief of Police

RTM:dld

CALEA Reference: 33.2.3/33.2.4/33.4.1/33.4.2

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