

# SCRANTON POLICE DEPARTMENT POLICY

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**February 3, 2020**

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**09-004**

*Policy Subject:*  
**Police Training**

*Reevaluation Date:*  
**February 3, 2021**

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*PLEAC Standard(s):*  
**1.3.10, 1.10.1, 1.10.2, 1.10.5**

## **I. PURPOSE**

The purpose of this policy is to provide guidelines for the officers within the Scranton Police Department in the continuation of education and training related to their daily duties as police officers.

## **II. POLICY**

Each police officer must have the knowledge, skills, commitment and fortitude to serve the public on a daily basis. In order for this to occur, Scranton Police officers are required to continue their training and education on an annual basis.

## **III. PROCEDURES**

All officers will be required to comply with the following procedures:

- A. All Scranton Police Officers must attend state mandated training in accordance with the Municipal Police Officers Education and Training Commission.
  1. Annual qualification of police firearms course conducted by a certified instructor with any firearm, shotgun or rifle authorized for use. This includes any off duty weapon that the officer wishes to carry (off duty) in lieu of his/her city issued weapon. A weapon may not be carried on or off duty for which an officer is not qualified.
  2. Maintenance of first aid and CPR/AED certifications issued by the American Red Cross, the American Heart Association, the Department of Health or other agency approved by the Department of Health.
  3. Academic in-service requirements shall consist of at least 12 hours of annual training, including mandatory classes, as determined by the Commission.

- B. All active members of the department may be required to participate in additional training as directed by the Training Unit, Chief of Police or his/her designee.
- C. All officers qualified in the use of less lethal weapon systems shall receive in-service training yearly.
- D. All Scranton Police Officers will be encouraged to take additional training each year. The Training Unit shall post all available training for officers throughout the year. Officers are encouraged to submit requests to the Captain via the chain of command for training that they feel will benefit them in their daily duties.

#### **IV. TRAINING RECORDS**

- A. Officers wishing to attend training will:
  - 1. Complete a Request For Training (SPD Form 08-014) and complete a PlanIt training request and submit it to the Shift Commander.
  - 2. The Shift Commander will forward the request to the Captain if the request has been approved. The Captain will approve or deny the training and forward the information to the Training Unit.
  - 3. The Training Unit will be responsible for notifying the individual officer and his/her commanding officer if they were approved or denied. If approved the officer will also be notified during the month of the training.
  - 4. If an officer cannot make the training he/she has requested, he/she must submit a letter to the Training Supervisor explaining the situation and request to be removed from the training. At no time is an officer to allow another officer to attend the training in his/her place, unless approved by the Training Supervisor.
  - 5. Once the officer has completed his/her training, he/she is to submit his/her certificate of completion to the Training Unit. If a certificate was not issued, the officer shall submit a letter of his/her completion.
- B. The Training Unit will be responsible for keeping an updated account of each Scranton Police Officer's training and qualifications while employed by the City. All completed training and/or certificates obtained will be entered into the Power Training module of Power DMS by the Training Unit.
- C. The Training Unit will be responsible for documenting any training the officer had prior to joining the Scranton Police Department. Newly hired officers will be required to provide certificates of training from any other law enforcement agency.

#### **V. ADMINISTRATION OF TRAINING**

The Scranton Police Department Training Unit shall maintain records of each training class it conducts to include:

- A. Course Content (Lesson Plans)
- B. Name of all attendees
- C. Performance of individual attendees and the measuring instruments/tests used, if applicable.

By Order Of:

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Chief Carl R. Graziano  
Superintendent of Police  
Scranton Police Department