

BLENDLED LEARNING

POLICY & PROCEDURE NO. 4.31	ISSUE DATE: March 30, 2009
	EFFECTIVE DATE: March 30, 2009
MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: none	REVISION DATE: _____

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.

Quality training opportunities are available from various police training agencies. The Massachusetts Municipal Police Training Committee (MPTC), despite being chronically under-funded, continues to offer both in-service and specialized training classes to municipal police officers. As state funding for the MPTC has been reduced, so have the number of course offerings, especially in the area of specialized training. As is the case with many other police agencies in this state, this department has attempted to meet its responsibilities to provide on-going training to veteran officers by looking to a variety of governmental and private training agencies. Numerous municipal or governmental agency police departments offer courses similar to those offered by the MPTC, occasionally making them available to outside police agency personnel if space is available. The Massachusetts State Police have made their on-line academy and some of their specialized courses available to municipal police departments. Occasionally, federal law enforcement agencies, such as the FBI, DEA, DHS and others have offered classes to municipal officers in this state.

Private training services have proven to be a reliable source of quality police training. The Law Enforcement Training Network (LETN), based on its demonstrated a high degree of professionalism in its programming content, has received blanket approval for all of its In-Service classes by the MPTC. Several high-quality private agencies have offered classroom training; these

include, but are not limited to, Law Enforcement Dimensions, Commonwealth Police Services, Mass Promotions, and the Municipal Police Institute (MPI). Recently, the Municipal Police Institute has added on-line training to its traditional classroom training offerings.

By taking advantage of a variety of training offerings, the department hopes to provide officers with the tools they need to do their jobs. Because no one form of training is ideally suited to every officer, a so-called “blended learning” approach allows officers to be assigned to training in a combination of classroom and on-line settings that best fit their learning styles and the department’s budget. The Chief may assign a Training Officer to oversee the department’s veteran officer training program.

II. POLICY

It is the policy of this department to:

- A. Implement a “blended learning” approach to training throughout the department;
- B. Encourage the regular use of both classroom and on-line training to achieve the maximum benefit from available training resources;
- C. Ensure appropriate documentation and testing; and
- D. Use a variety of law enforcement news and information services to help keep personnel up-to-date on current events and legal issues.

III. PROCEDURE: TRAINING OFFICER

- A. **GENERALLY:** The Training Officer will coordinate in-service and specialized training, maintain training records on all officers that attend classroom training or enroll in on-line courses. If the MPTC so requests, the Training Officer will also submit to the MPTC individual officer training records in such form as the MPTC may prescribe.
- B. **TRAINING:** Preferably prior to, but no later than one year after being assigned to such position, the Training Officer shall successfully complete a "Train the Trainer" or an equivalent course provided by any training service the department uses, such as the State Police, LETN, MPI, Law Enforcement Dimensions, Commonwealth Police Services, Mass Promotions or the MPTC, if such training agencies offer such a course.
- C. **DUTIES**
 - 1. **Training Management:** The Training Officer shall:
 - a. Determine departmental training needs;

- b. Recommend governmental and private training courses and services to the Chief for approval;
 - c. Identify and schedule training courses from classroom and on-line providers to meet the department's training needs; and,
 - d. Document and maintain instructional goals and performance objectives of training courses or segments.
2. In-Service Training
- a. The Training Officer shall verify that all training providers have available documentation concerning:
 - 1) Instructional goals and performance objectives for each training program;
 - 2) Lesson Plans;
 - 3) Provisions for testing, which may include, but should not be limited to, pre-testing and post-testing; and
 - 4) Instructor qualification requirements for knowledge of the subject and teaching ability.
 - b. The Training Officer shall review any course 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 program as part of the department's training program.
 - c. The Training Officer shall ensure the integrity of the testing process and maintain documentation of successful completion of the training program.
 - 1) If offered, 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 in-service training. (Some services, such as MPI, require a higher grade – typically 80% - which score will be required in such instances.)
 - 3) Officers not receiving a passing grade in the time or under the number of tries allowed by an on-line training agency must repeat attendance at an on-line session before being allowed to retake the post-test examination.

IV. ON-LINE TESTING

A. SCHEDULING

1. The Training Officer will notify officers of the availability of on-line training and the procedure to take such courses.
 - a. Such notice will typically include instructions on when and how to take approved courses.
 - b. Officers will coordinate with their shift commander or other supervisor the time such courses are taken to assure proper shift coverage and availability as needed.
2. Unless otherwise authorized, officers will take all on-line courses during on-duty time and at an approved location (training room, cruiser MDT, etc.)
3. Officers will be responsible for taking on-line courses in a timely manner, consistent with any assignment or other instructions from the Training Officer or other superior officer.

B. TESTING

1. Officers will take any pre-test and post-test, if and as offered or required by any approved on-line training course provider.
2. Officers will not supply assistance or information to others concerning the content of any on-line course, including but not limited to providing any assistance with quiz or test questions.
3. The results of any on-line courses will be documented in each officer's training record file.