



# ROCKFORD POLICE DEPARTMENT

## GENERAL ORDER

**NUMBER:** 20.02

**TITLE:** Recruit Training

**SERIES NUMBER:** 20

**SERIES TITLE / SUBJECT:** Personnel Structure

**TOPICS/ REFERENCE:** Academy Training, Basic Training, City School

**APPENDICIES:** None

**ORIGINAL EFFECTIVE / ISSUE DATE:** October 24, 2005

**DATE OF LAST REVISION:** May 01, 2013

**THIS ORDER REMAINS IN EFFECT UNTIL REVISED OR RESCINDED**

**CALEA STANDARDS:** 33.2.3 - 33.2.4 - 33.4.1 - 33.4.2 - 33.5.3

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**Policy:**

It is the policy of the Rockford Police Department to comply with the provisions of 50 ILCS 705 et seq., in that no person will receive permanent appointment as a law enforcement officer unless that person has been awarded a certificate attesting to the successful completion of the minimum standards basic law enforcement training course as prescribed by the Illinois Law Enforcement Training Standards Board.

Newly hired police officers will attend and successfully complete an Illinois Law Enforcement Training Standards Board certified academy, prior to being allowed to carry firearms on duty, enforce laws or make arrests.

**Purpose:**

The purpose of this General Order is to establish the training and familiarization program for newly appointed officers.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

This General Order is comprised of the following numbered sections:

- I. INTRODUCTORY TRAINING
- II. TRAINING ACADEMY ATTENDANCE
- III. TRAINING ACADEMY CURRICULUM
- IV. DEPARTMENT CITY SCHOOL
- V. EFFECTIVE DATE
- VI. REVIEWS, REVISIONS AND CANCELLATIONS

- I. Introductory Training:
  - A. Upon hiring but prior to reporting to basic academy training, new officers will receive introductory training consisting of, but not limited to, the following:
    1. Administrative intake procedures.
    2. Introduction to Department staff.
    3. Introduction to Department vision statement, mission statement, ethics and values.
    4. Introduction to various City of Rockford and Departmental services:
      - a. Police Benevolent and Protective Association Unit #6.
      - b. Rockford Police Relief Association.
      - c. Employee Assistance Program.
      - d. Payroll procedures.
      - e. Insurance and benefits.
      - f. Deferred Compensation Program.
    5. Equipment issue.
    6. Introduction to firearms:
      - a. Newly appointed officers are not permitted to carry firearms on duty, or enforce the law until they are certified as a police officer in the State of Illinois by the Illinois Law Enforcement Training Standards Board following graduation from the basic academy.
      - b. Off duty carry of any weapon is not authorized until successful completion of the probationary officer's Field Training Program and Evaluation Process, per General Order *50.01-Department Firearms and Ammunition*.
    7. Introductory training is subject to change based on the number of recruits hired, recruits prior training and experience, and/or changing priorities of training needs.
- II. Training Academy Attendance:
  - A. All police recruits will attend an Illinois State authorized basic academy and must pass the State mandated police certification test.
  - B. Officers, who have completed a certified academy with another department and have been granted a waiver by the Law Enforcement Training Standards Board, will not be required to attend the academy a second time. Officers meeting these criteria will either begin work in the Field Training Program (see General Order *20.03 – Field Training Program and Evaluation Process*) or begin the Department City School described in section IV of this General Order.
  - C. While at the basic academy all recruits will be subject to Rockford Police Department orders, rules, and regulations as well as the orders, rules, and regulations of the host academy.
  - D. Approved Illinois academies issue written rules and regulations, testing and evaluation standards and requirements, physical fitness standards, and daily schedules to incoming recruits upon entry into their program.
  - E. The Training and Personnel Unit supervisor will be the liaison with the training academy staff keeping the channels of communication open by monitoring the progress of recruits and to provide input to the academy program.

- F. The Training and Personnel Unit supervisor or designee will maintain dialogue with recruit officers while at the training academy and will ensure that a Department representative visits recruit officers at least once while at the training academy.
  - G. The Department will ensure that all costs assessed by the training academy related to the training of recruit officers are paid as required by training academy policy.
  - H. The Department will reimburse recruit officers for any legitimate unexpected out-of-pocket expenses incurred while at the training academy.
- III. Training Academy Curriculum:
- A. Any training academy utilized by the Department will be required to have a curriculum based on a job task analysis of the most frequent assignments of officers who complete recruit training.
  - B. Any training academy utilized by the Department will be required to use evaluation techniques designed to measure a recruit's competency in the required skill, knowledge, and abilities to function as a police officer.
- IV. Department City School:
- A. Upon completion of basic academy training and prior to being placed in the Field Training Program, recruit officers will attend the Department City School.
    - 1. The Chief of Police may waive the requirement for attendance at City School after reviewing a recruit officer's prior training and experience as a police officer, or due to a low number of recruit officers making scheduling of a City School impractical. Affected officers will immediately move into the Field Training Program.
  - B. The Department City School curriculum will consist of training specific to the operational patrol function with an emphasis on report writing and physical control tactics, as well as the Department Accreditation (CALEA) program.
  - C. Before any officer is authorized to carry lethal or less lethal weapons, they will be issued paper copies of all general orders applying to the below listed topics, and instructed in the Department policies contained in those orders. The issuance of the orders and instruction shall be documented. The issuance of the orders and instruction must occur whether or not the officer(s) attend Department City School.
    - 1. General Order *1.09 - Use of Force*:
      - a. Use of force.
      - b. Deadly force.
      - c. Warning shots.
      - d. Providing medical aid to persons injured from an officer's use of force.
    - 2. General Order *50.01 – Department Firearms and Ammunition*:
      - a. Authorization to carry firearms.
      - b. Department authorized firearms and ammunition.
      - c. Department authorized less lethal weapons.
      - d. Prohibitions regarding the carrying of firearms.
- V. Effective Date:
- A. The Departments policy on Recruit Training became effective on October 24, 2005.

VI. Reviews, Revisions and Cancellations:

- A. This General Order will be reviewed annually by the Supervisor of Training and Personnel and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order *10.01 – Written Directives*.
- C. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the Commander of the Administrative Services Bureau.

BY ORDER OF

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Chet Epperson  
Chief of Police