

# **UNIVERSITY POLICE PROCEDURE**

**4/5/2004**

## **TRAINING POLICIES AND PROCEDURES**

**1.0 PURPOSE:** To define the training policies and procedures of the State University Police Department at the SUNY Maritime College.

**2.0 REVISION HISTORY:** None

**3.0 PERSONS AFFECTED:** State University Police Officers, University Police Supervisors and Security Service Assistant 1's

**4.0 POLICY:** Training is an important element in the University Police Department's ability to carry out its mission at the Maritime College.

It is the policy of the Maritime College and the State University Police to achieve and maintain the highest level of officer preparedness and professionalism through rigorous initial selection and training combined with a program for continuing training and improvement of skills

**5.0 DEFINITIONS:** None

**6.0 RESPONSIBILITIES:** The University Police Chief and the University police Supervisor ( Lieutenant) are responsible for implementing this procedure

**7.0 PROCEDURES:**

### **7.10 MINIMUM TRAINING REQUIREMENTS**

#### **7.11 University Police Officers**

**7.111** University Police Officers must meet the highest standards set for police officers in New York State

**7.112** Officers are required to have completed at least 60 college credits before appointment

**7.113** They are required to take and pass a comprehensive Civil Service Examination

**7.114** They are also required to successfully complete a New York State approved Basic Course for Police Officers which consists of between 510 and 800 hours of training in such topics as:

- Constitutional, Criminal Procedure, Penal and Vehicle and Traffic Law
- Emergency Medical Services First Responder
- Emergency Vehicle Operations
- Firearms Training
- Defensive Tactics
- Investigative Procedures and Report Writing
- Accident Investigation
- Communications
- Crime Prevention and community Relations

**7.115** They are also required to meet strict physical fitness and agility requirements and to complete a period of Supervised Field Training

## **7.12 Security Service Assistant 1's**

**7.121** Security Service Assistants act as Dispatchers and as Security Officers monitoring the main gate access to the college.

**7.122** They must take and pass a comprehensive Civil Service Competitive Examination

**7.123** They are required to complete a New York State basic training course for Security Guards which consists of 24 hours of classroom training and on the job training

**7.124** They must also possess and maintain a New York State issued Security Guard Identification Card issued by the Dep't of State

**7.125** Security Service assistants are also required to meet state standards of medical and physical fitness

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## **7.20 MANDATORY ONGOING TRAINING**

### **7.21 University Police Officers**

**7.211** University Police Officers are required to complete the following refresher training courses on an annual basis:

- Firearms Recertification
- Penal Law Article 35 (Use of Force)
- Pepper Spray
- Use of Baton

### **7.22 Security Service Assistants**

**7.221** Security Service assistants are required to complete an 8 hour Security Guard refresher training class annually

### **7.30 ADDITIONAL TRAINING**

**7.31** All University police Officers and Security Service Assistants employed by the Maritime College are encouraged and scheduled for appropriate and available additional training as resources permit.

**7.32** Among the courses available to them and attended are:

- Dispatcher Training for SSA's
- Firearms Instructor
- Defensive Tactics Instructor
- Field Training Officer
- Police Instructor (general topics)
- Drug Recognition Training
- Radar School
- Breath Test Operator
- Rape Aggression Defense Instructor
- CPR and AED certification and training

**8.0 RELATED FORMS AND EXHIBITS:** None