

CHAPTER 3 .0

PERSONNEL

3.9 TRAINING

3.9.1 Training Function and Responsibility

The commanding officer of the Training and Recruitment Division responsible for the training function in the Norwalk Department of Police Service. Training activities include:

- planning, developing, implementing and administering training programs
- notifying personnel of required training assignments and ensuring they attend.
- notifying personnel of available training programs
- maintaining training records
- evaluating and coordinating training programs
- selecting instructors

All training and training-related activities shall be coordinated through the commanding officer of Training and Recruitment.

3.9.2 Evaluation and Assessment of Training Program

The commanding officer of Training and Recruitment shall annually review the training program for the Norwalk Department of Police Service. This review should be conducted along with preparing the budget for the training program. During this review, the commanding officer of Training and Recruitment shall:

- review new laws, court decisions and departmental directives that may impact upon training requirements
- identify any problems associated with facilities, materials, or scheduling
- communicate with other commanding officers to determine any special training needs for members of their divisions or units
- review and evaluate the number of employees trained, and the extent of such training
- consider employee feedback provided from course evaluation forms

The commanding officer of Training and Recruitment shall take appropriate steps to revise agency training programs as necessary.

3.9.3 Training Program Development

There are various resources available to assist the commanding officer of Training and Recruitment in developing training programs. Such resources include:

- job-task analysis
- inspections reports
- staff reports and/or meetings
- consultations with field personnel and field observations
- training evaluations (filled out by previous attendees)
- internal affairs investigations reports

- participation and approval by the Chief of Police
- input from supervisory personnel
- input from community sources

When appropriate, the commanding officer of Training and Recruitment shall utilize such information in developing various training programs.

3.9.4 Attendance

Most training assignments for members of this department are mandatory. Employees will be notified in writing of mandatory training assignments by the Training and Recruitment Division through their supervisors. Officers shall initial the training notice, verifying that they have been notified. Supervisors shall sign off on the initialed training notice and return it to the Training and Recruitment Division.

If an employee is notified of a mandatory training assignment and has a previously scheduled court appearance, vacation day, or other time off, the employee shall immediately notify the Training and Recruitment Division so that the training assignment can be re-scheduled.

Mandatory scheduled training assignments shall be considered an order to duty. Attendees shall be compensated pursuant to the collective bargaining agreement. Officers unable to attend training assignments due to illness, death in the family, or other emergencies, shall call the Training and Recruitment Division prior to the start of the training program or class and notify a member of that division, or leave a message on the answering machine.

Supervisors will not authorize vacation days once an employee has been notified of a training assignment.

Instructors shall take attendance at all training sessions, and forward the attendance sheets to the Training and Recruitment Division. Such attendance shall be documented in the employee's training file.

Employees who fail to attend a scheduled training must submit a written report to the Training and Recruitment Division commander indicating the reason for absence. The Training and Recruitment Division will attempt to reschedule missed training, depending upon the program and the availability of make up sessions.

3.9.5 Reimbursement for Expenses Incurred During Training

Occasionally, employees may be authorized to attend training programs outside the State of Connecticut. Such authorization must be from the Chief of Police. If an employee attends out of state training, the Chief of Police shall determine the appropriate reimbursements, depending upon the training assignment, location, and duration.

Whenever a training assignment is scheduled for a location other than Norwalk Police Headquarters, the Training and Recruitment Division shall attempt to provide a department vehicle for transportation. On occasion however, it may be necessary for the employee to use his or her own vehicle. Prior to using a personal vehicle for transportation to training assignments, employees must receive permission or notification from the commanding officer of Training and Recruitment.

Employees who use their personal vehicles to attend training programs shall be reimbursed pursuant to the Collective Bargaining Agreement. This reimbursement shall not apply to training sessions at

Norwalk Police HQ or at other locations that are equal or less distant than from the employee's home to Norwalk Police HQ.

3.9.6 Training Resources

In order to provide quality instruction to members of this department, the Training and Recruitment Division shall investigate various means to provide such instruction. Methods of providing such instruction include both public and private organizations. Such organizations include but are not limited to:

City Agencies

- Law Department
- Health Department
- Fire Department
- Human Relations Commission

Criminal Justice Agencies

- States Attorney's Office
- Juvenile Court personnel
- Other Police or Law Enforcement agencies
- FBI
- DEA
- ATF
- State Department of Environmental Protection
- Liquor Control Commission

Other Public Resources

- Norwalk Hospital Staff
- Norwalk Hospital Emergency Medical Services
- American Red Cross
- Social Service agencies

Private Businesses or groups

- Local business persons with expertise in a particular area
- Private training vendors

The Training and Recruitment Division shall ensure that instructors from outside organizations meet criteria as established by the P.O.S.T. Council and/or the Norwalk Department of Police Service. In addition, provisional instructor certifications will be sought through the P.O.S.T. Council when appropriate or necessary.

When feasible or appropriate, the Training and Recruitment Division will cooperate with other criminal justice agencies in providing training to members of this department. In addition, the commanding officer of Training and Recruitment may:

- authorize personnel from other agencies to attend training sessions held by this department
- provide instructors from this department to present training sessions to personnel of other agencies or jurisdictions

- authorize participation in regional training sessions
- maintain a liaison with the Fairfield County Police Training Officer's Association

3.9.7 Regional or Statewide Training Associations

This department shall participate as a member of the Fairfield County Police Training Officer's Association as established by the Fairfield County Chief's of Police Association. Members of the Training and Recruitment Division may seek office in this association. Fees for departmental affiliation in this association shall be paid from the Training and Recruitment Division account. The Chief of Police may terminate affiliation with this association at any time.

3.9.8 Training Facilities and Equipment

Most training programs for members of this department will be held in the classroom facility at Norwalk Police Headquarters. Use of the classroom facility shall be coordinated and approved by the commanding officer of Training and Recruitment. In addition, other facilities may be used for training purposes depending upon the type of training and number of attendees. These facilities include:

- Police Commission meeting room (police headquarters)
- line up room (police headquarters)
- City Hall Community Room (schedule use through City Hall)
- Norwalk National Guard Armory (schedule use through C.O. of armory)
- Board of Education facilities (schedule use through Board of Education)
- Norwalk Hospital classroom and training facilities (schedule use through EMS personnel)

The commanding officer of Training and Recruitment shall procure and maintain the necessary teaching aids (such as audio/visual equipment, chalkboards, easels, etc.) for use during training sessions. Instructors presenting training programs shall notify the Training and Recruitment Division in advance of their needs for program presentation.

3.9.9 Lesson Plans and Performance Objectives

Instruction provided to members of this department shall be based upon performance objectives which:

- focus on the elements of the job task analysis for which training is needed
- provide clear statements of what is to be learned
- provide a basis for evaluating participants
- provide a basis for evaluating the effectiveness of the training
- conform with required training by law

Members of the Norwalk Department of Police Service who provide instruction to police personnel are responsible for developing a lesson plan. Lesson plans must include at a minimum:

- a statement of performance objectives
- method of instruction (i.e., conferences, field experiences, presentations, problem investigations, simulations)
- method of evaluation of participants

Lesson plans shall be prepared in a format prescribed by the commanding officer of Training and Recruitment, and shall be retained along with related records for a minimum amount of time as

mandated by applicable laws and referenced in the State of Connecticut Records Retention Schedule.

Prior to presenting training programs, instructors must submit their prepared lesson plan to the commanding officer of Training and Recruitment for approval. The commanding officer of Training and Recruitment shall review the lesson plan. The commanding officer shall either approve and initial the lesson plan or recommend changes to gain approval.

3.9.10 Testing

Many training sessions lend themselves to a testing phase in order to evaluate learned skills and/or information. Whenever possible or appropriate, instructors should issue tests as a part of training. Testing may include pre-test/post-test, practical skill demonstration, or a combination of these. Prior to administering any tests, instructors shall determine the appropriate score or practical application considered to be a passing grade. Such score or demonstrated ability shall be described in the lesson plan. Instructors shall forward the name of any participant who does not achieve a passing test score to the commanding officer of Training and Recruitment.

3.9.11 Remedial Training

Remedial training is “personalized training to correct a specific deficiency”, which is usually identified by one of the following:

- testing or other evaluation during training
- by a supervisor’s observing or evaluating a person during routine job performance
- pursuant to Directive 3.6.6 (disciplinary procedures)

When an employee has been identified as needing remedial training, he/she will be given the remedial training at the earliest opportune time by one or more of the following:

- through Norwalk Department of Police Service in-service training
- assignment or reassignment to a field training officer
- enrollment in a training course sponsored by another agency, department or group such as the Police Officer Standards and Training Council

When a supervisor has identified that an employee is in need of remedial training, the supervisor shall forward a report to their commanding officer indicating the deficiency along with any supporting documentation. The supervisor shall also forward a recommended course of instruction to correct the deficiency along with any other corrective measures that might be taken.

After review, the commanding officer shall determine the appropriate course of action and if appropriate, forward their recommendations to the Chief of Police, who may direct the commanding officer of Training and Recruitment to schedule the employee for a training class to correct the deficiency.

Remedial firearms training shall be conducted pursuant to Directive 11.1.12.

3.9.12 Employee Training Records

The commanding officer of Training and Recruitment is responsible for maintaining and updating training records for all members of the Norwalk Department of Police Service. Training records shall be kept in individual employee files located in the Training office. Personnel from the Training and

Recruitment Division shall record data provided from instructors of training classes. Training records shall include at a minimum:

- date, time, and location of training
- type of training and course name
- verification of attendance
- any certificates received
- test scores
- review credit hours received through the P.O.S.T. Council

In addition, the commanding officer of each division is responsible for maintaining a training log for training sessions conducted during line-up or on an individual basis at the division, platoon or unit level.

3.9.13 Training Class Records

The Training and Recruitment Division shall maintain records of training classes given. Such records shall include at a minimum:

- course content (lesson plans)
- names of department attendees
- name of instructor
- performance of individual attendees as measured by tests (if any)

Training records may be maintained by a computerized file system.

3.9.14 Release and Review of Training Records

Members of the Norwalk Department of Police Service may review their individual training files by making arrangements through the commanding officer of the Training and Recruitment Unit.

Training records may be released to persons outside the Norwalk Department of Police Service only by:

- the Chief of Police
- the Corporation Counsel's Office, City of Norwalk
- subpoena or court order
- as otherwise required by law

The commanding officer of Training and Recruitment shall allow access to department training records for the purposes of inspection by the Professional Standards Division and the Police Officer Standards and Training Council.

3.9.15 Police Officer's Standards and Training/Municipal Police Academy

The Norwalk Department of Police Service coordinates with the Police Officer Standards and Training Council (P.O.S.T.) for training probationary officers and in providing certain in-service or specialized training classes offered at the Police Academy. The Norwalk Department of Police Service shall abide by Sections 7-294 of the Connecticut General Statutes and other regulations as adopted from time to time by the P.O.S.T. Council.

The commanding officer of Training and Recruitment shall maintain a liaison with P.O.S.T. staff and administrative members. All communications regarding training sessions, academy classes, etc. shall be forwarded to the commanding officer of the Training and Recruitment Division.

The commanding officer of Training and Recruitment may provide input into classes or curriculum offered at the Police Academy. This is done during informal discussion with Academy staff, formal communications, or through questionnaires issued from time to time by the Police Academy.

On occasion, the P.O.S.T. Council may request use of instructors from the Norwalk Department of Police Service to teach or participate in training classes for probationary or in-service personnel. The commanding officer of Training and Recruitment may provide instructors from this department for participation as instructors or in field exercises.

As part of P.O.S.T. procedures, all new recruit personnel are issued an orientation handbook(s) at the time academy training commences.

The City of Norwalk shall assume all legal, customary and contractual obligations for employees participating in outside training programs sponsored or authorized by the Norwalk Department of Police Service. This shall include training sessions given at the Police Officers Standards and Training Council Academy.

3.9.16 Instructors

The Norwalk Department of Police Service shall use police instructors who have been certified by the P.O.S.T. Council pursuant to regulations established by Section 7-294d of the Connecticut General Statutes. The commanding officer of Training and Recruitment shall seek provisional instructor certifications when appropriate. Civilian instructors shall submit a résumé or other documentation to support the request for certification.

To achieve certified status, all police instructors must attend an instructor development course approved or sponsored by the P.O.S.T. The commanding officer of Training and Recruitment (in consultation with the Chief of Police) shall select the officers to attend the instructor's class, and subsequently serve as police instructors. The decision to send an officer to instructor development class shall be based upon:

- the particular needs of the department for an instructor in a particular area
- any special skills, abilities or expertise in a particular field of law enforcement or related subject
- the officer's experience, education or training
- other criteria which may be appropriate such as rank or seniority

Certified instructors must seek re-certification pursuant to P.O.S.T. regulations. Certified instructors may continue to seek re-certification with the approval of the commanding officer of Training and Recruitment.

3.9.17 Outside Instructors

Occasionally, due to the nature of the training class, or the unavailability of Norwalk Department of Police Service instructors, it may be necessary or beneficial to employ an outside instructor.

The commanding officer of Training and Recruitment shall select outside instructors (whether from other law enforcement agencies, other public agencies, or the private sector) on the basis of their expertise, training, and experience as well as on their ability to provide quality instruction.

The outside instructor will provide a lesson plan and any other pertinent documentation to the commanding officer of Training and Recruitment.

Compensation (if any) for the outside instructor will be agreed upon by the Norwalk Department of Police Service and the instructor prior to the beginning of the training. Payments will be in accordance with departmental and city purchasing procedures.

Outside instructors will be under the supervision of the commanding officer of Training and Recruitment.

3.9.18 Recruit Training (general)

Recruits shall be trained at a police academy approved and certified by the P.O.S.T. Council pursuant to Connecticut General Statutes. Recruits must receive and successfully complete academy training prior to being assigned in a capacity in which the recruit is allowed to carry a firearm or in a position to make an arrest, except as part of a formal field training program.

A probationary officer who fails to complete police certification requirements pursuant to Connecticut General Statute 7-294d may be terminated.

The curriculum for recruit training is established by the P.O.S.T. Council pursuant to statute.

3.9.19 Departmental Recruit Training

The Training and Recruitment Division shall be responsible for orienting a probationary employee with applicable rules and regulations prior to attending the police academy. In addition, the Training and Recruitment Division will ensure that the probationary officer is a documented City employee, receives a copy of the applicable Collective Bargaining Agreement, and files any forms or paperwork necessary for record-keeping purposes.

3.9.20 Field Training Program

The commanding officer of Training and Recruitment is responsible for administering the field training program. Probationary officers will enter the field-training program upon completion of the instruction at the P.O.S.T. academy. If the probationary officer is seeking lateral or comparative certification, the field training program may be run concurrently with completing P.O.S.T. certification requirement.

The initial phase of field training will be a minimum of 40 hours of classroom instruction. Such instruction will include:

- police manual
- departmental directives
- collective bargaining agreement
- other applicable rules, regulations, general orders, etc.
- overview and orientation of city agencies and services
- accreditation training within thirty days after their employment begins or within thirty days after completing P.O.S.T. academy training

Duration of field training

Field training lasts for a minimum period of ten weeks. However, the duration of field training may be increased depending upon the progress of the probationary officer, the Field Training Officer's

evaluations, and the assessment of field supervisors. Additionally, field training may be as little as four weeks depending upon the probationary officer's previous training or experience, the evaluations from the Field Training Officer, and the assessment of field supervisors.

Selection of Field Training Officers (FTO)

Field Training Officers shall be selected by the commanding officer of Training and Recruitment in consultation with the Chief of Police. When seeking new FTO's, the commanding officer of Training and Recruitment shall seek input and recommendations from the patrol division commanding officer.

FTO's are selected based upon their reputation, accomplishments, experience and performance as members of the Norwalk Department of Police Service. An attempt is made to identify those officers who are consistently productive, have a good demeanor, expansive law enforcement training record, and good oral and written communications skills. Additionally, FTO's must be completely familiar with the operational policies and procedures of the Norwalk Department of Police Service. He/she must have exhibited adequate skills, knowledge and ability to perform the tasks that will be taught to the probationary officer. Knowing that initial impressions that the probationary officer receives will be long lasting, the FTO must have exhibited a positive attitude toward his/her job and law enforcement profession. The FTO must also be enthusiastic, able to instill confidence into the probationary officer, and provide a means for the employee to motivate him/her self to seek the best possible results from the field training program.

Supervision of Field Training Officers

The first line supervisor of the shift to which the FTO is assigned is responsible for supervising the Field Training Officer. The commanding officer of Training and Recruitment shall have staff authority over the Field Training Officer in administrative and logistical matters concerning the field training program.

Training of Field Training Officers

Prior to assignment as an FTO, the commanding officer of Training and Recruitment shall provide training regarding the field training program. The areas to be covered during this training include:

- the program objectives
- the areas to be addressed during the field training period
- the method of evaluating the probationary officer
- rating forms

Occasionally, P.O.S.T. offers a 40 hour in-service training course for Field Training Officers. When available and appropriate, the commanding officer of Training and Recruitment may send an officer who has acted or will be acting as an FTO to this course.

Rotation of field assignments

Probationary officers are assigned to the patrol division during their field training period. During this time, the commanding officer of Training and Recruitment shall coordinate the probationary officer's training so that the probationary officers receive training in the area of communications and as holding facility officer.

Probationary officers may be rotated among the three patrol shifts and different Field Training Officers.

Evaluation of probationary officers by FTO's/Reporting

Field Training Officers evaluate probationary officers daily on the subject matter or tasks performed during the 8 hour shift. The Training and Recruitment Division shall provide evaluation forms for this purpose. The FTO shall evaluate how well the new employee performed a task or understood instruction in the area evaluated.

Recruits will be evaluated based upon a job task analysis of the most frequent assignments of officers who complete recruit training. The Training and Recruitment Division shall develop evaluation forms and techniques designed to measure competency in the required skills, knowledge and abilities.

The FTO shall review the daily evaluation sheet with the probationary officer. Both officers will sign the form and forward it to the commanding officer of Training and Recruitment.

At the completion of the scheduled field training period, the FTO shall submit a final report of the probationary officer's performance. This report shall be used to assist in determining if the probationary officer is prepared for full duty, or should receive additional time in the field training program.

The commanding officer of the Training and Recruitment Unit may request other reports from field supervisors regarding the performance of probationary officers.

3.9.21 In-Service Review Training

Pursuant to Section 7-294 of the Connecticut General Statutes, police officer certifications must be renewed every three years. The Norwalk Department of Police Service shall provide in-service review training to all sworn members of the department to satisfy those requirements. Individual officers are responsible for knowing their certification expiration dates and ensuring that they receive the required review training.

In addition to review training, all sworn members are required to complete annual training in the following areas:

- Firearm training/re-qualification
- Electronic Control device training/proficiency
- Legal Updates
- "All Hazards" plan for affected personnel
- Pursuit policy

All personnel will have training in Ethics at least biennially.

In addition to required review credit and annual training, the Training and Recruitment Division shall conduct other training classes as determined by the commanding officer of Training and Recruitment. In service training shall be in the form of:

- in-service training classes
- specialized training
- advanced training classes
- roll-call training

3.9.22 Roll Call Training

Roll call training is used to keep officers up to date between regular in-service training sessions. Roll call training may be conducted by supervisors conducting line-up, another officer with a particular expertise, or through coordination with the Training and Recruitment Division. Roll-call training is generally short in duration (5-15 minutes) and used to demonstrate or present material that should be disseminated in a timely fashion. In addition, roll call training is used for reviewing new or revised departmental directives.

Those conducting roll call training may use various methods of instruction including but not limited to; lecture, handouts, videotape, and practical exercises. The supervisor conducting or overseeing roll-call training shall keep a record of the persons receiving such training along with the dates and type of training received. This information shall be maintained in the divisional training record book.

Roll call training shall be evaluated upon verbal or written feedback from those officers receiving the training. Members conducting roll call training shall solicit such comments along with recommendations for topics to be addressed in roll call training.

Roll call training should be participatory in nature with supervisors and officers strongly encouraged to participate in discussions that may occur.

3.9.23 Specialized Training

A specialized function is an activity for which skills are required in addition to the skills, knowledge and abilities gained in recruit or other in-service training. Certain positions in the Norwalk Department of Police Service require specialized training prior to beginning the assignment (or as soon as practical thereafter).

Such positions are:

- Holding Facility Officer
- Supervisor
- Detective
- Communications Officer
- Canine Officer
- Community Police Officer
- Mountain Bike Officer
- Marine Officer
- Motorcycle Officer
- ESU member
- SCUBA team member
- Field Training Officer
- Police Instructor
- D.A.R.E. Officer
- Special Services Unit member
- School Resource Officer
- Segway Officer
- Accreditation Manager
- C.I.T. Officer

Officers filling the above positions shall be given specialized training, which includes but is not limited to:

- the development or enhancement of the skills, knowledge and abilities particular to the specialization
- management, administration supervision, personnel policies, and support services of the function or component
- performance standards of the specialized position
- Norwalk Department of Police Service policies, procedures, rules and regulations specifically related to the specialized position
- supervised on-the-job training

The commanding officer of Training and Recruitment shall coordinate the appropriate training to be received depending upon the position being filled and the availability of such training.

When specialized training was not given prior to the assignment to a specialized position, the training will begin within 30 days of the assignment, with the exception of canine officers who must complete specialized training prior to the assumption of duties and Accreditation Managers, who must receive the specialized training within one year of assignment to the position.

3.9.24 Advanced Training

Norwalk Department of Police Service personnel may be enrolled in advance training sessions in order to further the operational and management skills of officers, supervisors, and managers. Advanced training is generally conducted by outside agencies such as the Police Officers Standards and Training Academy, private organizations, or other law enforcement agencies.

Employees who wish to be considered for advanced training shall submit their requests to the commanding officer of Training and Recruitment through the chain of command. The request will be evaluated in terms of available funding and appropriateness of the training course and forwarded to the Chief of Police with a recommendation.

The selection of employees to attend advanced training is based upon:

- competency displayed by the individual employee in regards to the task requiring the advanced training
- recommendations by the employee's supervisor
- needs of the Norwalk Department of Police Service
- the approval of the Chief of Police

The Chief of Police shall determine who will be recommended for advance training sessions such as the FBI National Academy, Northwestern University Traffic Institute (NUTI), or Institute of Police Traffic Management (IPTM).

Prior to receiving advanced training such as the FBI National Academy, NUTI or IPTM, the City may require the attendee to enter into a written agreement regarding job status and duties upon return from such training.

3.9.25 Civilian Training

All newly appointed civilian employees shall receive the following training and/or orientation upon their appointment:

- responsibilities and rights of employees
- orientation to the role, purpose, goals, policies and procedures of the department
- working conditions and regulations
- copies of departmental directives
- directive and accreditation training
- department pursuit policy for communications personnel
- City of Norwalk Harassment in the Workplace Policy
- The Norwalk Code of Ethics

In addition, certain civilian positions in the Norwalk Department of Police Service require specialized training prior to assuming the full duties of the position. Such positions are:

- school crossing guard
- dispatcher
- animal control officer

The commanding officer of Training and Recruitment in conjunction with the commanding officers of the affected division(s) will ensure that persons assigned to such positions received the required or necessary training prior to assuming full job responsibilities.

3.9.26 Annual Retraining for Civilian Employees

The Administrative Manager shall ensure that civilian employees receive annual review training. Such training shall be done in cooperation with the Training and Recruitment Division. The training will be designed to update civilian employees on skills and information to increase their knowledge and effectiveness in their job responsibilities. The training shall also include an update and review of new departmental directives, procedures, and ethics.

3.9.27 Training and Safety Committee

The Training and Safety Committee shall be comprised of the Deputy Chief of Administration, the commander of the Training and Recruitment Division, the Administrative Manager, and the commander of Professional Standards, or their designees. The committee shall be an adjunct committee, ultimately reporting to the Chief of Police. The committee may be augmented by other personnel, as necessary, by appointment of the Deputy Chief of Administration.

The committee shall meet as necessary to discuss training needs of the department, based upon current laws, court decisions, review of pursuits, use of force issues, and results of internal investigations and civilian complaints. These meetings may be incorporated into the staff meetings held by the Chief and/or the Deputy Chiefs of Police.

The committee shall review current training needs and make suggestions for additions or deletions to the current curriculum. The recommendations of the committee shall be forwarded to the Training and Recruitment Division for implementation as permitted by availability of staff and funding. Should the committee's recommendation not be implemented by the Training and Recruitment Division, the committee may direct the recommendation to the Chief of Police for review.

3.9.28 Accreditation Process Training

All newly hired agency personnel shall receive information regarding the accreditation process within thirty(30) days after employment begins or within thirty(30) days after completing P.O.S.T. academy training.

This familiarization process may be presented through classroom instruction, memos, emails, discussion at shift briefing or through staff meetings. The intent of this is to ensure that all agency staff is familiar with accreditation, the process to achieve accreditation, its goals and objectives, and the impact accreditation compliance has upon the agency.

Agency employees who are assigned to the position of accreditation manager shall receive specialized training within one year of being appointed to that position. The accreditation manager shall also participate in the State of Connecticut Police Accreditation Coalition (PAC), and is responsible for providing appropriate training to other agency personnel assigned to the accreditation process.