

DEPARTMENT OF SAFETY AND HOMELAND SECURITY

DELAWARE COUNCIL ON POLICE TRAINING

Statutory Authority: 11 Delaware Code, Sections 8402 & 8404(a)(14) (11 Del.C. §§8402, 8404(a)(14))
1 DE Admin. Code 801

PROPOSED

PUBLIC NOTICE

801 Regulations of the Delaware Council on Police Training

The Council on Police Training (COPT), pursuant to 11 Del.C. §8404(a)(14), proposes to revise its regulations. The proposed amendments, which were voted on in a regular meeting by the COPT on October 16, 2018, seek to update, clarify and provide more detailed information regarding training requirements and records, employment status, COPT certification, and procedures for non-compliance.

The COPT will allow for the submission of written comments, suggestions, or other materials regarding the proposed rules to the Department of Safety and Homeland Security Attn: Christopher Klein, Public Safety Building Suite 220, P.O. BOX 818, Dover, Delaware 19903-0818 or e-mail Christopherm.klein@state.de.us. Any written submission in response to this notice and the relevant proposed regulations must be received by the Department of Safety and Homeland Security no later than 4:30 p.m. (EST) on December 31, 2018. A copy of this regulation may be viewed online at the Registrar of Regulation's website, http://regulations.delaware.gov/services/current_issue.shtml.

DECISION AND ORDER CONCERNING THE REGULATIONS

NOW THEREFORE, under the statutory authority and for the reasons sent forth above, the Council on Police Training does hereby ORDER that the regulations be, and that they hereby are, proposed to be enacted as set forth below.

Robert M. Coupe, Chairman COPT

801 Regulations of the Delaware Council on Police Training

1.0 Objectives

1.1 The objectives of the Council on Police Training are:

1.1.1 To encourage and increase the professional competency of police officers by:

1.1.1.1 Establishing minimum pre-employment qualifications for police officer applicants and;

1.1.1.2 Establishing minimum educational and training qualifications requisite to permanent appointment as a police officer, and;

1.1.1.3 Prescribing standards for In-service or continued training of police officers, and;

1.1.1.4 Suspend or revoke certification in the event an individual obtained certification through fraud or deceit, has been convicted of a felony or moral turpitude misdemeanor, or has failed to successfully complete ~~and an~~ in-service or advanced training course required by Council.

~~1.1.1.5 In all situations where the provisions of Section 8404(a)(4) or Section 8410(b) of this Chapter are to be applied to or invoked against any agency or individual, that agency or individual shall be entitled to a hearing in the manner prescribed herein:~~

~~1.1.1.5.1 The Chairman shall select three (3) members of the Council to comprise a Board, which will hear evidence on the allegation (hereinafter "Board").~~

~~1.1.1.5.2 Upon conclusion of the hearing provided for in this Section, the board shall submit its findings and recommendation to the full Council in writing for consideration and vote.~~

~~1.1.1.5.3 The ultimate findings of the Council shall be final, except that any ruling adverse to any party participating in the hearing may be appealed to the Superior Court within 15 days of receipt of written notification of said finding. Absent an appeal, all findings of the Council shall become final upon expiration of said appeal deadline.~~

~~1.1.1.5.4 All hearings shall be conducted in accordance with the Administrative Procedures Act of the Delaware Code.~~

2.0 Definitions

As used in this chapter:

"Approved Academy" means a Police Basic Training School authorized by the Council to provide mandatory training and education for police officers as prescribed in this chapter.

"Conducted Electrical Weapon" or **"CEW"** means an electrical device that fires two small, dart-like electrodes, which stay connected to the main unit by conductors, to deliver electric current to disrupt voluntary control of muscles causing "neuromuscular incapacitation".

"Council" means the Council on Police Training (COPT).

"Firearms Training" means weapons training conducted by a COPT certified firearms instructor.

"Inactive status" means status assumed by a certified police officer upon ~~termination~~ separation of employment with a law enforcement agency.

"Low Light" means when ambient lighting conditions require the addition of artificial illumination in order to effectively identify a target or suspect and properly evaluate a threat or lack thereof.

"Moral Turpitude" means conduct that is considered contrary to community standards of justice, honesty or good morals. Moral turpitude includes, but is not limited to acts of dishonesty, fraud, theft, bribery, illegal drug use, sexual misconduct, crimes against a child or vulnerable adult, prostitution related offenses and other similar acts, as defined by the laws of the State of Delaware.

"Part-Time" means employment with a law enforcement agency that carries fewer hours per week than a full-time position. This employment must be actively documented through schedules and payroll records. At a minimum the annual hours must account for all mandatory COPT training requirements, and the officers must be listed and accounted for in the COPT Annual Survey.

"Pathology" means the branch of medicine concerned with the study of the nature of disease and its causes, processes, development and consequences.

"Performance Characteristics" of ammunition means the felt recoil, accuracy and point of impact.

"Permanent appointment" means appointment by the authority of any municipality or government unit in or of this State or the University of Delaware Police Department, Delaware State University Police Department ~~and~~ or the Delaware River and Bay Authority to permanent status as a police officer.

"Permanent basis" means continual employment with a law enforcement agency on a full-time or part-time basis.

"Permanent separation" means the resignation, retirement, or otherwise voluntarily or involuntarily departure from his or her employing law enforcement agency.

"Police officer" means a sworn member of a police force or other law-enforcement agency of this State or of any county or municipality who is responsible for the prevention and the detection of crime and the enforcement of laws of this State or other governmental units within the State, irrespective of the number of the hours worked.

~~For the purposes of this chapter this~~ This term shall include permanent full-time law enforcement officers of the University of Delaware Police Department, Delaware State University Police Department and the Delaware River and Bay Authority.

Permanent law enforcement officers of the Department of Natural Resources and Environmental Control including Park Rangers, Fish and Wildlife Agents, and Environmental Protection Officers.

~~For purposes of this chapter this~~ This term shall not include the following:

- A sheriff, regular deputy sheriff or constable;
- A security force for a state agency or other governmental unit
- A person holding police power by virtue of occupying any other position or office. (~~11 Del.C. 1953, & 8401; 57 Del. Laws, c. 261; 57 Del. Laws, c.670, & 1A, 63 Del. Laws, c. 31, & 1.)~~)

"Provisional Certification" means the temporary appointment of an officer by the Administrator for the Council on Police Training that has successfully completed the Police Basic Training Course as prescribed in 11 Del.C. §8405.

"Public Trust" means the faith and trust that the public has in the legitimacy of public servants to function effectively, ethically, and legally within the confines of procedural justice for all people.

"Seasonal appointment" means appointment for no more than 6 months per calendar Year. Any deviation from this standard based on special circumstances will require prior approval by the Council.

"Seasonal police officer" means a police officer employed for a time frame of no more than six (6) months, from the date of completion of training, annually. A seasonal police officer may not serve as Chief of Police, Deputy Chief of Police, or Officer-in-Charge of a police department.

"University" means the University of Delaware Police Department or Delaware State University Police Department.

"Validated test" means a test that has been shown by scientific means to be specific related to job performance and job tasks and does not have an adverse impact.

22 DE Reg. 230 (09/01/18)

3.0 Minimum Standards for Initial Certification

- 3.1 The applicant shall complete an application, the format of which has been approved by the Council. (See Section IV. Forms)
- 3.2 The applicant shall be a citizen of the United States.
- 3.3 The applicant shall have reached his/her 18th birthday as a seasonal officer and his/her 21st birthday as a full time officer.
- 3.4 A licensed physician shall examine the applicant, at the expense of the employing agency, to determine that he/she is physically fit for normal police duties. The following shall be met,
 - 3.4.1 The applicant shall be free from any major impediment of the senses.
 - 3.4.2 The applicant shall be examined by a licensed ophthalmologist or optometrist and shall possess acuity of vision of not more than 20/200 corrected to 20/20 in each eye. The applicant shall have the ability to distinguish between the colors of red, green, and amber; and shall have no pathology of the eyes. Applicant shall also possess acceptable depth perception.
 - 3.4.3 The applicant shall possess normal hearing in both ears per current standards.
 - 3.4.4 The applicant shall have no communicable diseases.
 - 3.4.5 The applicant shall have no physical deformities, which would be detrimental to proper performance of police duties.
 - 3.4.6 The applicant must pass a drug-screening test prior to appointment or attendance at an approved police basic training Academy. The cost of the drug screening test will be absorbed by the employing agency. Urine tests will be conducted for the following drugs:
 - 3.4.6.1 Amphetamines (speed, uppers, meth)
 - 3.4.6.2 Barbiturate (barbs, downers)
 - 3.4.6.3 Benzodiazepines (tranquilizers, Valium)
 - 3.4.6.4 Cannabidiol (THC, pot marijuana)
 - 3.4.6.5 Cocaine (crack, snow)
 - 3.4.6.6 Methaqualone (quaaludes, ludes)
 - 3.4.6.7 Opiates (heroin, smack, morphine)
 - 3.4.6.8 Phencyclidine (PCP)
 - 3.4.6.9 Designer Drugs (ecstasy)
- 3.5 The applicant shall take and successfully complete a validated psychiatric / psychological test to show his/her competency to perform law enforcement duties. The applicant shall also be required to be examined in person and receive endorsement by a licensed psychologist / psychiatrist to determine that his mental and emotional stability is suitable to perform law enforcement duties (i.e. race relations, use of force and authority, flexibility and maturity). Mental exam rejection: such as psychoneurotic reaction resulting in hospitalization, prolonged care by physician or loss of time for repeated periods.
- 3.6 The applicant shall be a high school graduate as evidenced by a diploma issued by a state accredited high school. An equivalency diploma issued by an accredited high school is acceptable.
- 3.7 The applicant shall possess a valid drivers license.
- 3.8 The applicant shall be of good reputation and character. The employing department shall conduct a character and background investigation on each applicant in the form and manner as prescribed by the Council (see form IV-14). The chief, or his designee, of the hiring department, shall interview the applicant in person and all background investigation records shall be kept on file for a period of two years for those applicants not hired and permanently for those applicants hired for inspection by the Council on Police Training or its authorized representative.
- 3.9 The applicant shall not have been convicted of a felony or misdemeanor, which precludes the individual from possessing a weapon. The applicant shall be fingerprinted and a search made of local, state and national fingerprint files to disclose any criminal record; and the fingerprint cards and any identification records shall be made available for inspection to the Council on Police Training or its authorized representative. A conviction of any state or federal crime may be grounds for rejection of the applicant by the Council.
- 3.10 The applicant shall successfully complete a written job related examination, in the form and manner as prescribed by the Council on Police Training, and the results shall be retained for a period of two years for

inspection by the Council or its authorized representative. Form and manner being a validated test related to specific requirements needed to perform duties of a police officer

- 3.11 A bad conduct or dishonorable discharge from military service shall disqualify the applicant. Any discharge, other than above, which is not honorable, may be grounds for rejection, determination to be made by the hiring agency in conjunction with the Administrator of the Council on Police Training.
- 3.12 The weight of the applicant shall be in proportion to his/her height and build or body fat percentage as established by the Cooper Institute. www.healthchecksyste.ms.com/heightweightchart.htm
- 3.13 **Physical Ability Testing:** Each department sending recruits to a COPT approved academy within this state will be responsible to see that the applicant meets the minimum physical ability standards as set by the respective academy. Recruits found not to meet the minimum standard(s) are subject to dismissal from the respective training academy.
 - 3.13.1 The COPT recommends a test battery for applicants as suggested by the Cooper Institute¹. The Battery is as follows:
 - 3.13.1.1 Vertical Jump
 - 3.13.1.2 One Minute Sit Up
 - 3.13.1.3 300 Meter Run
 - 3.13.1.4 Maximum Push-Up or Bench Press
 - 3.13.1.5 1.5 Mile Run
 - 3.13.2 The procedure and order for testing is recommended as follows:
 - 3.13.2.1 Warm up for 3 minutes, perform vertical jump test and rest for 2 minutes
 - 3.13.2.2 Perform one minute sit-up test and rest for 5-10 minutes
 - 3.13.2.3 Perform 300 Meter run and rest for 5-10 minutes
 - 3.13.2.4 Perform Maximum Push-up test and rest for 5 to 15 minutes.
 - 3.13.2.5 Perform Cardio-warm up for 2-3 minutes and then perform 1.5 mile run followed by cardio-cool down for 5 minutes.
 - 3.13.3 As a minimum, applicants should be capable of satisfactorily completing 3 of the recommended tests. Satisfactorily is held to mean the achievement in the 20th percentile as cited in the Cooper Fitness Norms, Single Norms². The inability of a recruit to perform physical ability tests to the 20th percentile shall be reported to the director of training of the academy to which the recruit is enrolled. The Director of Training may require additional testing, specialized training, or may at his/her discretion, deny enrollment of said recruit in the respective training academy. In all cases where a recruit is denied enrollment, the Director of the COPT shall be notified in writing with the reasons for the denial clearly stated.
 - 3.13.4 Physical Fitness/Wellness testing and training is to encourage and teach law enforcement officers to maintain a healthy fitness level throughout their career. Law enforcement officers who remain physically fit prove more readily able to cope with the day-to-day stress of job demands, and are better prepared to handle critical incidents. For this purpose, the COPT has established a minimum Physical Ability level for law enforcement recruit applicants, and officers currently employed in law enforcement out of state, and seeking law enforcement employment in Delaware. It will be the responsibility of each agency to test and determine fitness for duty levels of their respective recruit candidates.
 - 3.13.5 While the COPT has established minimum standards, each department may establish higher standards based on the physical demands placed on officers within their respective jurisdiction. Agency heads, when establishing physical fitness standards for their agency are encouraged to familiarize themselves with Federal Legislation contained in Title VII of the Civil Rights act of 1964, and by the Civil Rights Act of 1991. This legislation requires that all employers of more than 15 employees must refrain from policies and procedures, which either expressly or effectively discriminates against specified categories of individuals except under limited circumstances.
- 3.14 No requirement of this section is to be interpreted as precluding any agency from establishing higher standards. In no case, however, may the department head or agency employ persons with qualifications below the minimums set forth in these regulations for the position of police officer. Higher standards are recommended whenever the availability of qualified applicants is available.

13 DE Reg. 840 (12/01/09)

22 DE Reg. 230 (09/01/18)

1. Procedure and Sequencing of Physical Fitness Tests in Law Enforcement; 2002 The Cooper Institute
2. Physical Fitness Specialist Course and Certification; 2002, The Cooper Institute

4.0 Notification of Employment Status

- 4.1 The ~~Council required that the~~ COPT Administrator will be notified by the Chief of Police, in writing, within 5 business days of the employment resignation, retirement or termination separation of any police officer under his/her command. (~~See Section IV. Forms~~)
- 4.2 Any law enforcement agency hiring a COPT Certified Officer must notify the COPT Administrator within 5 business days of the employment offer.
- 4.3 Upon the permanent separation from any police officer position, any COPT certification or endorsement as a law enforcement instructor will expire.

22 DE Reg. 230 (09/01/18)

5.0 Minimum Standards For Training

5.1 Police Basic Training Course

- 5.1.1 In order for training to be accepted by Council on Police Training the training must be instructed by Certified Instructors as set forth in II-12.
 - 5.1.1.1 Each applicant for the position of police officer in the State of Delaware must satisfactorily complete the Police Basic Training Course as prescribed in 11 **Delaware Code** §8405(a) (Amended 07/08/93) prior to being given or accepting an appointment as a police officer.
 - 5.1.1.2 The Council on Police Training has certified six agencies as approved police basic training academies. Those agencies are: The Delaware State Police; New Castle County Police; Wilmington Department of Police; Newark Police Department; Dover Police Department; and Delaware River and Bay Authority Police Department.
 - 5.1.1.3 Any arrest for criminal and/or traffic offense, the Council on Police Training should be notified within 5 days.
 - 5.1.1.4 Person must meet PT standards of the academy to which they will be attending.

5.2 Waiver of Equivalent Training – RECIPROCITY

- 5.2.1 The Council on Police Training may waive the requirement of attending an approved Delaware Police Training Academy for those officers seeking Delaware certification of training after having completed equivalent training out-of-state, and having met all training considered indigenous to Delaware.
- 5.2.2 The Chief of Police of the municipality seeking waiver of training obtained in Delaware must submit to Council an application for Exemption from Mandatory Training. (See Section IV. Forms)
- 5.2.3 The application must be completed in its entirety and submitted to the Administrator prior to appointment by the requesting agency. The officer must enclose a copy of the certificate of training from the police academy, which provided police basic training. The officer must also enclose a copy of the curriculum from that academy which must include: description of courses taught; hours assigned to each course; and, a brief synopsis of the material taught in each course.
- 5.2.4 The Administrator will examine the equivalent training records and make a comparison with the Delaware Mandatory Requirements. Any areas not meeting Delaware Standards will be required, prior to submission of the waiver application to Council for consideration
- 5.2.5 If an applicant has completed an out-of-state Academy but has not worked full time in law enforcement during the five years immediately prior to the date of application, that Applicant must attend an approved Academy in its entirety. If the Council should determine that the out-of-state training was in the main, deficient, it may deny the waiver in its totality and require attendance at an approved Delaware police training academy.
- 5.2.6 If an applicant, upon review of their training, needs to take more than 40% of the minimum number of hours of training in the state of Delaware, then they must attend a Delaware approved Academy in its entirety.

5.3 Annual required training to maintain certification

- 5.3.1 Each police officer, certified by the Council, will be required to complete 16 hours of in-service career related training annually.
- 5.3.2 In addition to the above 16 hours, the officer must also recertify in C.P.R., AED, and First Responders recertification as noted in Section II-16

13 DE Reg. 840 (12/01/09)

6.0 Extension of Time Limit For Course Completion

- 6.1 The Council of Police Training may provide a modification from the application; application of any provision of this chapter or the Rules and Regulations promulgated hereunder, for any police officer of a municipality if:
 - 6.1.1 The police officer is employed on a full-time basis, and;
 - 6.1.2 The municipality makes application for such modification and establishes that it will suffer a hardship if the modification is not granted, and;
 - 6.1.3 Application is made in writing to the Administrator of the Council on Police Training.
- 6.2 The Administrator will present the hardship application to the Council at the next regularly scheduled quarterly meeting. The Council will consider the request, debate its merits, and approve or deny the application by a majority vote of its members.

7.0 Power and Duties (Reserved)

- 7.1 ~~The Council on Police Training, subject to 11 **Delaware Code** §8404, may:~~
 - 7.1.1 ~~Issue certification of completion of police officer training prescribed under this chapter;~~
 - 7.1.2 ~~Prescribe standards for in-service or continued training of police officers;~~
 - 7.1.3 ~~Establish minimum educational and training qualifications requisite to certification by the Council and permanent appointment as a police officer;~~
 - 7.1.4 ~~Establish recertification requirements for police officers who have previously been certified as having completed the training by Council, but have ceased to be employed on a permanent basis and have become classified as inactive.~~
 - 7.1.5 ~~Prescribe equipment and facility standards for academies and schools at which police training courses shall be conducted, including but not limited to existing county or municipal schools;~~
 - 7.1.6 ~~Establish minimum training requirements, attendance requirements and standards of operations for police training academies and schools;~~
 - 7.1.7 ~~Prescribe minimum qualification for instructors at such academies and schools and certify, as qualified, or decertify such instructors to their particular courses of study;~~
 - 7.1.8 ~~Approve and issue certificates of approval to such police training academies and schools, to inspect such academies and schools and to revoke for just cause any approval or certificate issued to such schools;~~
 - 7.1.9 ~~Suspend or revoke certification in the event that an individual:~~
 - 7.1.9.1 ~~Obtained certification by fraud or deception;~~
 - 7.1.9.2 ~~Has been convicted of a felony or of a misdemeanor involving moral turpitude or of any local, state, or federal criminal offense involving, but not limited to, theft, fraud, or violation of the public trust, or any drug law;~~
 - 7.1.9.3 ~~Has failed to successfully complete any annual re-certifications, in-service, or advanced training required by Council;~~
 - 7.1.9.4 ~~Has been found, after examination by a licensed psychologist or psychiatrist, to be psychologically or emotionally unfit to perform the duties or exercise the powers and authority of a police officer;~~
 - 7.1.9.5 ~~Effective 1/1/88 the Basic Curriculum shall be applicable for all new police officers, regardless of the type of employment or hours of employment, except seasonal employment.~~
 - 7.1.9.6 ~~Has been discharged from employment with a law enforcement agency for a breach of internal discipline; or has tendered his resignation prior to the entry of findings of fact concerning an alleged breach of internal discipline and who is found by the Council to have engaged in conduct constituting a breach of internal discipline for which the individual could have been legitimately discharged had he not resigned his position prior to an adverse finding of fact being entered on the issue by the employing agency.~~
 - 7.1.9.7 ~~Effective 1/1/88 the Basic Curriculum shall be applicable for all new police officers, regardless of the type of employment or hours of employment, except seasonal employment.~~

8.0 Re-activation Requirements of Police Officers

- 8.1 Inactive Status
 - 8.1.1 Whenever a police officer required to be certified by the Council on Police Training retires, resigns, or otherwise voluntarily or involuntarily leaves his or her employing law enforcement agency, the chief of the employing agency shall advise the Administrator of the separation in writing within five (5) business days of the separation and identify the circumstances of the separation.

- 8.1.2 Upon receiving notice of a police officer's separation from law enforcement employment, the Administrator shall place that individual on inactive status in which status he or she is not authorized to exercise the powers of a police officer until such time as he or she meets the requirements for re-activation.
- 8.1.3 The Administrator may re-activate the individual's certification upon written application from the individual that he or she has accepted another full-time police position with a law enforcement agency whose training is regulated by the COPT and provided that the individual is not the subject of a de-certification proceeding pursuant to 29 **Delaware Code** §8404(4) and the individual meets all other criteria for re-activation which the Council has adopted in Regulation 8.2

8.2 Re-activation Requirements

- 8.2.1 If not employed on a permanent basis for a period of less than 12 months, an individual must complete all in-service requirements mandated by the Council pursuant to 11 **Del.C.** Section 8404(a)(5) prior to recommencing employment.
- 8.2.2 If not employed on a permanent basis for a period of greater than 12 months but less than 36 months, an individual must satisfy all minimum standards for initial employment established by the Council. An officer must satisfy the following minimum standards:
 - 8.2.2.1 Medical background including:
 - 8.2.2.1.1 Medical history / physical examination form
 - 8.2.2.1.2 Physicians affidavit
 - 8.2.2.1.3 Weight chart
 - 8.2.2.1.4 Substance abuse screen
 - 8.2.2.2 The results of a validated psychiatric / psychological test and interview, indicating competency to perform law enforcement duties.
 - 8.2.2.3 Current criminal history record check, including fingerprints obtained from the State Bureau of Investigations.
 - 8.2.2.4 Background investigation. Standardized form (IV-14) which consists of a minimum checklist.
 - 8.2.2.5 All training requirements prescribed by the Council, including, but not limited to First Responder and Firearms recertification.
 - 8.2.2.6 Firearms training.
- 8.2.3 If not employed on a permanent basis for a period of greater than 36 months but less than 60 months, an individual must satisfy all minimum standards for initial employment established by the Council. An officer must satisfy the following minimum standards:
 - 8.2.3.1 Medical background including:
 - 8.2.3.1.1 Medical history / physical examination form
 - 8.2.3.1.2 Physicians affidavit
 - 8.2.3.1.3 Weight chart
 - 8.2.3.1.4 Substance abuse screen
 - 8.2.3.2 The results of a validated psychiatric / psychological test and interview, indicating competency to perform law enforcement duties.
 - 8.2.3.3 Current criminal history record check, including fingerprints obtained from the State Bureau of Investigation.
 - 8.2.3.4 Background investigation. Standardized form (IV-14) which consists of a minimum checklist.
 - 8.2.3.5 First Responder recertification
 - 8.2.3.6 Complete a Firearms basic certification course.
 - 8.2.3.7 Complete an academy basic criminal procedures, criminal law and traffic law course.
 - 8.2.3.8 Complete any other academic requirement imposed by the Delaware State Police, Director of Training, following a review of the individuals training records.
- 8.2.4 If not employed on a permanent basis for a period of greater than 60 months, an individual must satisfy all requirements imposed by the Director of the Delaware State Police Training Division following a review of the individual's training history and after approval by the Council.

11 DE Reg. 180 (08/01/07)

13 DE Reg. 840 (12/01/09)

9.0 Seasonal Police Officers

9.1 Minimum Training Requirements

- 9.1.1 Due to their status, officers in this classification will receive a course of instruction that once completed will meet minimum standards established by the Council on Police Training.
- 9.1.2 Due to the unique position of the Seasonal Police Officer, it will be stipulated that in lieu of training prior to active duty, ~~they~~ he/she will instead be granted permission by the Council on Police Training to comply with Section 8404(a)(16) within fifteen (15) days of ~~their~~ his/her initial employment date. The course needs prior approval by the Administrator of the Council on Police Training.
- 9.1.3 Seasonal police officers who carry firearms shall be trained as required under Section 11.0.
- 9.1.4 Seasonal police officers who operate police vehicles on patrol shall be trained in EVOC as described in subsection 16.13.
- 9.1.5 Seasonal police officers who operate police vehicles in non-patrol functions shall complete a four (4) hour Basic Vehicle Operation course.
- 9.2 **Basic Curriculum – Seasonal 48 Hours**
 - 9.2.1 Communications 1 Hour
 - 9.2.1.1 Acquaints the officer with the features and use of communications equipment used in police operations, including telephone, teletype, and radio. Instruction also includes rules and regulations of the Federal Communications Commission with regard to radio transmissions.
 - 9.2.2 Courtroom Procedure and Demeanor 2 Hours
 - 9.2.2.1 The fundamentals of how to be most effective as a witness in court. Includes preparation of the case prior to courtroom presentation. ~~Also,~~ Also included are appearance, manner, and attitude in court and while waiting to testify.
 - 9.2.3 Criminal Code (Minor Offenses) 4 Hours
 - 9.2.3.1 The course should ~~make~~ familiarize the officer ~~familiar~~ with the code and the common minor violations and ~~to know~~ how to make ready reference to the code for other violations.
 - 9.2.4 Cultural Diversity 4 Hours
 - 9.2.4.1 The purpose of this course is to prepare the officer to deal fairly and effectively with minority groups in society. This course is intended to bring about increased understanding and respect of the duties of the police officer on the part of these minority groups with which the officer must deal.
 - 9.2.5 DELJIS 8 Hours
 - 9.2.5.1 Each recruit will be instructed on the DELJIS System. Recruits will be able to navigate DELJIS and develop electronic warrants.
 - 9.2.6 Emergency Care (Basic “ABC” CPR/AED) 6 Hours
 - 9.2.6.1 ~~Training to develop~~ This training develops first aid techniques that enable an officer to meet the basic demands in most cases.
 - 9.2.7 Laws of Arrest and Search Procedures 6 Hours
 - 9.2.7.1 The course covers the legal foundation of laws governing and limiting the police officer’s authority in the areas of arrests. This treatment shall be afforded with respect to the laws of arrest with or without warrants, arrest for misdemeanors and arrest for felonies, the elements of probable cause, and the disposition of persons after lawfully arrested.
 - 9.2.8 Patrol Procedures (Basic Tactics) 3 Hours
 - 9.2.8.1 The most important single function of the police; the prevention of crime, the protection of life and property, the preservation of peace, the enforcement of law, and the detection and arrest of violators of the law and the relationship of such purposes to the patrol functions.
 - 9.2.9 Police Discipline and Courtesy 1 Hour
 - 9.2.9.1 ~~Basic~~ The course covers the basic why, when, and where of discipline and courtesy of police officers.
 - 9.2.10 Report Writing 2 Hours
 - 9.2.10.1 ~~Instructs~~ This class instructs the officer ~~officers~~ in the essential mechanics of recording their investigations in report form suitable to serve both as an aid to further investigation and to the preparation and development of prosecution.
 - 9.2.11 Traffic Code 2 Hours
 - 9.2.11.1 This class is designed to present the recruit with the fundamentals and mechanics of traffic control, control devices, proper signals and gestures.
 - 9.2.12 Traffic Control 1 Hour

- 9.2.12.1 ~~Designed~~ This class is designed to teach the officer the fundamentals and mechanics of traffic control and control devices; and to familiarize the officer with the proper signals and gestures used in point traffic control.
- 9.2.13 Use of Police Equipment (Non-flammable O.C. sprays or blends/Impact Weapons or Baton/Handcuffs) 8 Hours
- 9.2.13.1 ~~Basic~~ This course involves basic procedures for the effective use of non-lethal equipment.
- 9.2.14 Note: All seasonal officers will receive instruction in Defensive Tactics and De-escalation techniques. This will not preclude any department from expanding on and or providing more than the minimum as provided above.

22 DE Reg. 230 (09/01/18)

10.0 Minimum Qualifications For Police Instructors

- 10.1 Proposed instructors shall forward a resume including information relative to their education, experience in law enforcement, experience and suitability in instruction, ability at oral and written communication, and physical and personal appearance to the Administrator of the Council on Police Training.
 - 10.1.1 The instructors shall be of two types:
 - 10.1.1.1 Those used in general police instruction and who have been in law enforcement for a minimum of five years.
 - 10.1.1.2 Those who, by their special knowledge and preparation, are suited to instruct certain courses requiring such special knowledge and education shall have the five year minimum experience waived.
 - 10.1.2 All instructors must meet one of the following criteria.
 - 10.1.2.1 Certification from a police instructor school as approved by the Delaware Council on Police Training and instructed by a Council-certified master instructor.
 - 10.1.2.2 Those, who by their special knowledge and preparation, are suited to instruct certain courses requiring such special knowledge and education may be given a certification limited in subject matter.
 - 10.1.2.3 Instructors must conduct a minimum of four (4) hours of instruction or presentation in a five year period to remain active instructors. Instructors who are not active instructors are required to instruct under the supervision of another active certified instructor for a total of four (4) hours to become active.
 - 10.1.3 Evaluations
 - 10.1.3.1 Certified instructors shall be monitored by the Director (or ~~their~~ his/her designee) of the respective academy in which they are instructing.
 - 10.1.3.2 Evaluation reports shall be forwarded to the director (or ~~their~~ his/her designee) of the training academy from which the instructor originates.
 - 10.1.4 Complaint Process
 - 10.1.4.1 Students having complaints relative to training shall direct such complaints to the director of the academy they are attending.
 - 10.1.4.1.1 If remedial action is not forthcoming, the complaint;
 - 10.1.4.1.1.1 In the case of officers attending their own academy, they shall follow the authorized chain of command of that agency.
 - 10.1.4.1.1.2 In the case of officers attending an academy other than their own, they shall notify their training officer or chief of police.
 - 10.1.4.1.1.3 The training officer or chief of police making complaints relative to an instructor or the training shall make a written request to the Administrator for an evaluation. The Administrator, or ~~their~~ his/her designee, shall provide such evaluation for every request. The designee shall be a director of an approved academy or ~~their~~ his/her delegate.
 - 10.1.5 Decertification
 - 10.1.5.1 Instructors who become certified, but through the evaluation process are found to be unacceptable for training purposes may be decertified by the Council upon recommendation by the Training Director of the agency's Academy, and the Administrator of the Council.
 - 10.1.5.2 Falsification of information which led to certification shall be just cause for instructor decertification.
 - 10.1.6 Appellate Process:

- 10.1.6.1 There are no appeals of the decisions of the Council on Police Training concerning instructor decertification unless a claim of lack of due process can be substantiated.

22 DE Reg. 230 (09/01/18)

11.0 Firearms Training

- 11.1 Duration and curriculum: The academy level curriculum will include classroom lectures on use of force, safety, nomenclature, care of weapons, police combat tactics and marksmanship. Range instruction emphasizes the practical application of police weapons related to actual combat conditions. The range officer of the involved training facility will attest to the qualifications of the respective officer. ~~The officer~~ Officers must qualify with their departmental issued weapon(s). On each qualification date the officer must attain an average of 80% of the possible score while demonstrating safe weapons handling techniques.
- 11.2 Depending on the number of persons being trained, and considering the amount of experience, or lack of experience the training population has with firearms, the academy level training period will vary in time, but will consist of at least but not limited to 40 hours.
- 11.3 Non-Qualification: Should an officer initially fail to qualify, that person would be permitted up to five (5) attempts and a maximum of 40 hours additional training to attain certification. Scheduling for the additional attempt will be conducted at the convenience of the firearms officer. Under no circumstances, will an officer be permitted to carry a firearm on duty, be certified as a police officer, or graduate from an academy, unless certified as per the requirements of Section 8404 of the Council on Police Training.
- 11.4 As authorized by 8404(a)(5): In order to retain certification, all police officers in the State of Delaware, including firearms instructors, must receive recertification in firearms proficiency annually. The recertification must be conducted by a Council on Police Training certified firearms instructor. Firearms instructors are not permitted to recertify themselves.
- 11.5 A minimum of three (3) re-qualification shoots per calendar year, scheduled on at least two (2) separate days, with at least 90 days between scheduled shoots are required. Of these three, there will be one (1) mandatory "low light" shoot. The "low light" shoot may be conducted on the same day as one daylight shoot.
- 11.6 Each training session shall consist of one minimum standards re-qualification course for each duty weapon, consistent with Section 12.0. An additional 50 rounds shall be fired for proficiency training from the handgun and the patrol rifle. This is a total of 100 rounds per shoot with the handgun and 100 rounds per shoot with the patrol rifle, totaling 300 rounds per calendar year as a minimum for each weapon. Departments using shotguns will fire a minimum of twenty rounds of ammunition for proficiency training per year.
- 11.7 The Chief of Police shall forward to the Administrator, documentation of annual firearms recertification for each officer under ~~their~~ his/her command by March 31st of each calendar year with the completion of the Annual COPT Survey.
- 11.8 All training ammunition shall be comparable to issued service ammunition in performance characteristics. Service ammunition shall be collected annually and replaced with new. The collected ammunition may be used for training. All shooting is to be completed with authorized/issued weapons and equipment.

13 DE Reg. 840 (12/01/09)

22 DE Reg. 230 (09/01/18)

12.0 Minimum Standards Firearms Qualification

- 12.1 Handgun
- 12.1.1 A minimum of three qualification shoots per calendar year, scheduled on at least two separate days, with ninety days between qualification dates are required.
- 12.1.2 Of the three shoots, there will be one mandatory "low light" qualification. The low light shoot may be conducted on the same day as one day shoot.
- 12.1.3 All training ammunition shall be comparable to issued service ammunition in performance characteristics.
- 12.1.4 Issued service ammunition will be collected annually and replaced with new service ammunition. The collected ammunition may be used for training and qualification.
- 12.1.5 A minimum of 150 rounds of ammunition will be fired annually for proficiency training for both the handgun and patrol rifle. This ammunition will NOT include the ammunition required for qualification courses.
- 12.1.6 An average score of 80% must be obtained to be qualified with the approved handgun. The method of scoring and target selection will be determined by the instructor.
- 12.1.7 All qualifications are to be completed with authorized weapons and equipment. (Holsters, magazines, magazine pouches, etc.)

- 12.1.8 Should an officer initially fail to qualify, that officer would be permitted up to five (5) attempts and a maximum of 40 hours additional training to attain certification. Scheduling for the additional attempts will be conducted at the convenience of the firearms instructor. Under no circumstances, will an officer be permitted to carry a firearm on duty unless certified as per the requirements of Section 8404 of the Council on Police Training.

YARD LINE	COURSE OF FIRE- DAY	TOTAL ROUNDS
25/Greater	Behind Cover, Two Different Positions (Unsupported and Supported)	9
15 to 7	Advancing Towards Target	9
7	Centered Behind Barricade	12
5/Less	Move Back	6
5/Less	Lateral Movement	8
5/Less	One Hand Reload, Strong/Weak Hand Only	6
TOTAL OF FIFTY ROUNDS		

YARD LINE	COURSE OF FIRE- Low Light	TOTAL ROUNDS
15 to 7	Advance Towards Target	9
7	Centered Kneeling Behind Barricade	16
5/Less	Lateral Movement	12
5/Less	Move Back	6
5/Less	One Hand Reload, Strong/Weak Hand Only	7
TOTAL OF FIFTY ROUNDS		

- 12.1.9 The instructor will determine at what distance, in what manner, and how many rounds will be fired on each command.

12.2 Handgun Concealed Carry Standards and H.R. 218

- 12.2.1 This regulation sets forth the minimum qualification standards for concealed weapon handguns for active duty police officers and for retired law enforcement officers who qualify under the Law Enforcement Officers Safety Act of 2004 (H.R. 218).
- 12.2.2 These are minimum standards and shall not prevent any police department from establishing ~~more strict~~ stricter or additional rules or regulations to qualify to conceal carry a firearm on or off duty.

YARD LINE	COURSE OF FIRE	TOTAL ROUNDS
15 to 7	Advance Towards Target	9
7	Centered Kneeling Behind Barricade	16
5/Less	Lateral Movement	12
5/Less	Move Back	6
5/Less	One Hand Reload, Strong/Weak Hand Only	7
TOTAL OF FIFTY ROUNDS		

- 12.2.3 The instructor will determine at what distance, in what manner, and how many rounds are fired on each command.

- 12.2.4 Retired law enforcement officers must qualify a minimum of once annually and obtain a minimum score of 80%.

- 12.2.5 If the weapon system or holster is different from active duty use, the officer must qualify a minimum of once annually and obtain a minimum of 80%.

- 12.2.6 Under no circumstances, will an officer be permitted to carry a firearm on duty unless the officer has met the qualification standards with that weapon.

12.3 Shotgun Minimum Standards

- 12.3.1 Departments using shotguns will be required to qualify three times a year, two day courses and one "low light" course. A minimum of ninety days is required between the two day courses. The "low light" course may be conducted on the same day as one day qualification course.

- 12.3.2 Service ammunition will be collected annually and replaced with new ammunition. The collected ammunition may be used for training and qualification.
- 12.3.3 All training ammunition shall be comparable to issued ammunition in performance characteristics.
- 12.3.4 Departments using shotguns will fire a minimum of twenty rounds of ammunition for proficiency training per year. This ammunition will not include the ammunition required for qualification courses.
- 12.3.5 An average score of 80% must be obtained to be qualified with the approved shotgun. The method of scoring and ~~what~~ type of target will be determined by the instructor.
- 12.3.6 All qualifications are to be completed with authorized weapons and ammunition.
- 12.3.7 Departments are required to complete a qualification course with each type of ammunition that is issued.

YARD LINE	COURSE OF FIRE	TOTAL ROUNDS
3/25	Two Different Positions, Three Different Yardages	5
TOTAL OF FIVE ROUNDS		

- 12.3.8 The instructor will determine at what distance, in what manner, and how many rounds are fired on each command depending on the weapon and the capability of the ammunition.

12.4 Patrol Rifle Minimum Standards

- 12.4.1 Departments using patrol rifles will be required to qualify three times a year, two day courses and one "low light" course. A minimum of ninety days is required between the two day courses. The "low light" course may be conducted on the same day as one day qualification course.
- 12.4.2 Service ammunition will be collected annually and replaced with new service ammunition. The collected ammunition may be used for training and qualification.
- 12.4.3 All training ammunition shall be comparable to issued ammunition in performance characteristics.
- 12.4.4 Departments using patrol rifles will fire a minimum of 50 rounds of ammunition for proficiency training from the patrol rifle during each shoot. This is a total of 150 rounds per calendar year. This ammunition will not include the ammunition required for qualification courses. An average score of 80% must be obtained to be qualified. The method of scoring and the type of target will be determined by the instructor.
- 12.4.5 All qualifications are to be completed with authorized weapons and ammunition.
- 12.4.6 The following course of fire will be used for all caliber patrol rifles for both day and "low light" qualification.

COURSE OF FIRE

Will consist of 50 rounds and will include at least one rifle magazine change.

Will include at least one transition to the handgun, and 10 of the 50 rounds may be fired from the handgun after transition.

A minimum of 20 rounds will be fired from a distance of 25 yards or greater. Shooters must demonstrate proficiency from at least 50 yards. This may be accomplished by using reduced size targets to simulate 50 yards.

Shooters must use at least three different shooting positions; at least one must be from a position of cover.

22 DE Reg. 230 (09/01/18)

13.0 Recertification of Basic Firearms Instructors

- 13.1 An eight-hour firearms re-certification course will be held annually and will cover, but not be limited to: legal updates, use of force, and review of Council on Police Training standards.
- 13.2 To maintain certification, firearms instructors must attend a minimum of one recertification course every three years and complete sixteen hours of additional training in firearms usage or complete sixteen hours of academy level instruction, or a combination of training and instruction in the same three year period. Firearms instructors must also annually meet the standards established in Section 12.0 ~~annually~~, for all issued weapons.
- 13.3 The head of the police department shall provide documentation through the completion of the Annual COPT Survey of the required updated training to the COPT Administrator to include in the instructor's training records.
- 13.4 No Firearms instructor shall be utilized by any police department for purposes of certifying firearms instructors unless the certifying instructor has been approved by the Council on Police Training.

22 DE Reg. 230 (09/01/18)

14.0 C.P.R., AED and First Responder Retraining

- 14.1 All police officers in the State of Delaware shall have successfully completed a First Responder course adhering to the United States Department of Transportation curriculum for First Responder Courses as offered by the Delaware State Fire School or as taught in a certified police training academy by a credentialed emergency medical services instructor.
- 14.2 In order to retain certification, all police officers in the State of Delaware must receive recertification in C.P.R. and AED as recommended by the American Medical Association. This training will be conducted by a certified Council on Police Training instructor, Delaware State Fire School Instructor, American Heart Association CPR and AED Instructor, American Red Cross CPR and AED Instructor, or Health Care Professional certified in Advanced Cardiac Life Support.
- 14.3 The Chief of Police shall forward to the Administrator, documentation of recertification for each officer under ~~their~~ his/her command through the completion of the Annual COPT Survey.
- 14.4 First Responder recertification shall be at the discretion of each department.

22 DE Reg. 230 (09/01/18)

15.0 Certification of Schools or Courses (Reserved)

- 15.1 ~~The Council on Police training may:~~
 - 15.1.1 ~~Prescribe equipment and facility standards for training locations at which police training courses shall be conducted, including but not limited to existing county or municipal academies.~~
 - 15.1.2 ~~Establish minimum training requirements, attendance requirements and standards of operations for police training academies.~~
 - 15.1.3 ~~Prescribe minimum qualifications for instructors at such academies and certify, as qualified, or decertify such instructors to their particular courses of study.~~
 - 15.1.4 ~~Approve and issue certificates of approval to such police training academies to inspect such schools from time to time and revoke for cause any approval or certificate issued to such schools.~~
 - 15.1.5 ~~Consult and cooperate with all agencies of government, state and local, concerning the development and administration of the training program and to contract with such agencies as it deems necessary in the performance of its powers and duties.~~
 - 15.1.6 ~~Effective 1/1/88, the Council on Police Training approved training schools and seasonal training schools shall maintain in writing, the curriculum and names of instructors utilized for basic training for new police recruits.~~
 - 15.1.7 ~~The Administrator may then access the Council's computerized training records to determine the certification status of each instructor.~~
 - 15.1.8 ~~In any case, the Administrator will respond, in writing, to the approved school, advising the status of the request within 5 working days.~~

16.0 Basic Curriculum

- 16.1 This is the mandatory curriculum for police basic training and reflects 584 hours of training as approved by the Council on Police Training.
 - 16.1.1 The Basic Mandatory Curriculum is required of all police officer appointments, except seasonal appointments.
- 16.2 Accident Investigation 24 Hours
 - 16.2.1 ~~Develops~~ This course develops the officer's skills in methods and techniques to be applied to this type of investigation, including measurements, photography, sketches, reporting, and interviewing of witnesses and drivers, hit-and-run accidents and manslaughter by motor vehicle cases.
- 16.3 Advanced Law Enforcement Rapid Response Training (ALERRT) 16 Hours
 - 16.3.1 This course will cover shooting and moving, threshold evaluation, concepts and principles of team movement, setting up for and room entry techniques, approach and breaching the crisis site, secondary responder tactics, improvised explosive devices, and post engagement priorities of work. The course will culminate with dynamic force on force scenarios.
- 16.4 Civil Disobedience/Labor Disputes 4 Hours
 - 16.4.1 ~~Lecture~~ This course involves lecture on and discussion of Delaware Labor Laws and the law enforcement role of protection of life and property with explanation of injunctive relief procedures. Actual situations involving labor strikes and picketing of companies, abortion clinics, animal rights groups, etc., will be discussed.
- 16.5 Constitution and Bill of Rights 2 Hours

- 16.5.1 ~~An~~ This class provides an introduction to the history and development of the Federal and State Constitutions, particularly the Federal Bill of Rights, as interpreted by the courts down through the years, with emphasis on decisions of the United States Supreme Courts.
- 16.6 Courtroom Procedure and Demeanor 8 Hours
- 16.6.1 ~~The~~ This class covers the fundamentals of how to be most effective as a witness in court. Includes preparation of the case prior to courtroom presentation. Also, appearance, manner, and attitude in court and while waiting to testify will also be discussed.
- 16.7 Criminal Investigation 44 Hours
- 16.7.1 ~~Presents~~ This course presents a study of the basic fundamentals and procedures of investigation involving the more serious ~~crimes~~. Includes crimes and includes establishment of the elements of burglary, robbery, auto theft, theft felony, homicide, and other major offenses such as gambling and organized crime. Students will also be trained in the detection, prosecution and prevention of child sexual and physical abuse, exploitation and domestic violence.
- 16.8 Cultural Diversity and Community Relations 12 Hours
- 16.8.1 The purpose of this course is to prepare the officer to deal fairly and effectively with minority groups in society. This course is intended to bring about increased understanding and respect of the duties of the police officer on the part of ~~these~~ the minority groups with which the officer must deal.
- 16.9 Delaware Criminal Code 20 Hours
- 16.9.1 The course should make the officer sufficiently familiar with the Code as in order to know all aspects of the most important and common violations and to know how to make ready reference to the Code for all other violations. This segment will also acquaint the officer with the more commonly encountered civil law violations.
- 16.10 Delaware Motor Vehicle Code 20 Hours
- 16.10.1 The purpose of this course is to acquaint the officer with the provisions of the Motor Vehicle Code Annotated. With this background, ~~they~~ he/she may readily recognize a violation thereof and be able ~~to~~ to (1) define the elements of such violation ~~and~~; and (2) know the nature of the evidence necessary to prove such violation in court.
- 16.11 Domestic Violence 8 Hours
- 16.11.1 ~~To~~ This class will acquaint the officer with the potential dangers that exist when answering calls of domestic disputes. Generally, such training is designed to prepare police officers to react effectively, efficiently, and sensitively to the crisis situations which they encounter.
- 16.12 Drug Enforcement and Controlled Substances 8 Hours
- 16.12.1 ~~Acquaints~~ This course acquaints the officer with the types of narcotics commonly used. It includes the terms of jargon, the general effects of various drugs and barbiturates, plus their relationship to crime. Field-testing of various substances will also be included.
- 16.13 Emergency Vehicle Operations Course (EVOC) 24 Hours
- 16.13.1 This course is divided into approximately 2 hours of classroom instruction and 22 hours of driving on a skid pad. The classroom instruction stresses the importance of vehicle safety in teaching defensive and pursuit tactics. The student is taught to realize that the driving environment, which includes the vehicle, the road, and the driver all have limits. Some of the topics covered are the effects of weight transfer, effects of centrifugal force and friction, and skids and cornering.
- 16.13.2 The skid pad portion reinforces the student's understanding of the driving environment and other classroom material. The student is exposed to steering control, judging distances, the ~~vehicles~~ vehicle's evasive capability, maximum braking ability without losing steering ability, and the effects of skidding and controlling skids.
- 16.14 Firearms 40 hours
- 16.14.1 Instruction includes classroom lectures on safety, nomenclature, care of weapons, and the viewing of training films. Range instruction emphasizes the practical application of police weapons related to actual combat conditions.
- 16.15 First Responders 40 Hours
- 16.15.1 Because accidents and other emergencies bring ~~the~~ police officer officers to the scene first, this training is to develop first aid techniques that enable them to efficiently fulfill their responsibilities. The course also offers sufficient instruction to enable the police officer to make an emergency child delivery.
- 16.16 Fitness and Wellness 6 Hours
- 16.16.1 The purpose of Physical Fitness/Wellness testing and training is to encourage and teach law enforcement officers to maintain a healthy fitness level throughout their career. Law enforcement officers who remain

physically fit prove more readily able to cope with the day-to-day stress of job demands, and are better prepared to handle critical incidents. For this purpose, within each academy a segment of instruction will be devoted to nutritional education, exercise physiology, lifestyle adjustment, and stress and stress relief methods. Other areas specific to fitness and wellness can and will be added as needed.

16.17 Interactions With Persons With Disabilities 8 Hours

16.17.1 The purpose of this course is to identify behavioral factors with which the officer may encounter, ~~discusses~~ to discuss the influence of group behavior or individual behavior, and ~~emphasizes~~ to emphasize the importance of understanding unusual behaviors in order to handle that behavior most effectively. ~~Also It~~ also includes a review of the 24-hour commitment procedures.

16.18 Homeland Security 16 Hours

16.18.1 National Incident Management System 4 Hours

16.18.1.1 National Incident Management System (NIMS) integrates effective practices in emergency preparedness and response into a comprehensive national framework for incident management. The NIMS will enable responders at all levels to work together more effectively and efficiently to manage domestic incidents no matter what the cause, size or complexity, including catastrophic acts of terrorism and disasters.

16.18.2 Incident Command System 8 Hours

16.18.2.1 ICS is a standardized on-scene incident management concept designed specifically to allow responders to adopt an integrated organizational structure equal to the complexity and demands of any single incident or multiple incidents without being hindered by jurisdictional boundaries.

16.18.3 Weapons of Mass Destruction / All Hazards (Awareness) 4 Hours

16.18.3.1 WMD/All Hazards awareness provides emergency responders with awareness-level instruction on recognition, avoidance, isolation and notification techniques in weapons of mass destruction and all hazards environment. The course covers prevention and deterrence, chemical, biological, radiological, nuclear, and explosive (CBRNE) hazards and other disasters.

16.19 Information Systems 44 Hours

16.19.1 Communications:

16.19.1.1 ~~Acquaints~~ This course acquaints the officer with the features and use of all communications equipment used in police operations, including telephone, computers, radio, and NCIC. Instruction also includes rules and regulations of the Federal Communications Commission with regard to radio transmissions.

16.19.2 Report Writing

16.19.2.1 ~~Instructs~~ This class instructs the ~~officer~~ officers in the essential mechanics of recording their investigations in report form suitable to serve both as an aid to further investigation and to the preparation and development of prosecution.

16.19.3 LEISS: **(Law Enforcement Investigative Support System)**

16.19.3.1 ~~Automated Crime reports. This Reports~~ training takes ~~you~~ the officer through some of the more complex police reports and steps the user through the many features of this program. Various crime reports will be completed during this training along with all new system features covered. This allows the police crime report to be sent electronically to the State Bureau of Identification. This program also has links to the automated warrant system if a warrant is required; no dual keying of data is needed.

16.19.4 **LEISS – Warrants**

16.19.4.1 This is a law enforcement application designed to provide court acceptable documents Exhibit A (charge sheet), and Exhibit B (probable cause statement). This warrant is electronically sent to the court and can be modified and changed at any time before the approval by a judge. From this original warrant document, information is loaded directly into the CJIS Wanted person files whenever a warrant is created without arrest information. Also included in the application is the Attorney General Intake for felony cases and an automated arrest report to be attached to the fingerprint cards. This is the instrument used statewide for arrests by all criminal justice agencies.

16.19.5 DELJIS:

16.19.5.1 This course covers all the features of the CJIS system along with all new applications being developed. Users are given a security briefing along with an example of all the basic inquiries used for criminal justice. This course covers motor vehicles inquiries along with criminal history inquiries, Protection from Abuse orders, no contact orders along with case inquiry and much more.

16.19.6 NCIC:

16.19.6.1 This block of instruction shall directly relate to the use of the National Crime Institute Center computer ~~software. To include~~ software and includes FBI mandates, lecture, testing and certification.

16.20 Interview and Interrogation 8 Hours

16.20.1 ~~To~~ This class purpose is to teach the officer the approved techniques of interrogation so that they may fully develop information or evidence by conversation with witnesses and subjects. Emphasis on legal limitations.

16.21 Introduction to Law Enforcement 2 Hours

16.21.1 ~~To introduce~~ This course introduces law enforcement officers to the historical background and development of the police service with emphasis on its relationship to modern society. Also included is an analysis of the organizational structure.

16.22 Juvenile Procedures 8 Hours

16.22.1 This course is designed to acquaint the new officer with the family, social and economic conditions, and factors, which foster and encourage juvenile delinquency. It stresses the role law enforcement can play in the overall effort to combat such conditions with emphasis on the planned programs existent within the State of Delaware.

16.23 Latent Fingerprints/Crime Scene Processing 12 Hours

16.23.1 ~~Methods~~ During this course the officer will learn the methods and importance of identification including the methods of dusting, photographing and lifting latent fingerprints and palm prints from all manner of surfaces and areas, and obtaining both inked and rolled fingerprints; not only of live and willing subjects, but also from unconscious, deceased, and decomposed bodies.

16.24 Laws of Arrest, Laws of Evidence, and Search and Seizure 40 Hours

16.24.1 ~~The~~ This training covers the legal foundation of laws governing and limiting the police officer's authority in the areas of arrest. This treatment shall be afforded with respect to: (1) the laws of arrest with or without warrants, arrest for misdemeanors and arrest for felonies, the elements of probable cause, and the disposition of persons after lawfully arrested; (2) the law applicable to criminal interrogation and resultant confessions under the 5th, 6th, and 14th Amendments of the Federal Constitution and; (3) the application of constitutional safeguards to electronic surveillance, chemical, and serological evidence.

16.24.2 Acquaint The purpose of this course is to acquaint the recruit with the rules and law of evidence exercised in a court of law so that ~~they~~ he/she may recognize what is legally admissible. ~~They~~ He/she must be able to differentiate between the various types of evidence and be familiar with the rules concerning maintaining the chain of evidence. ~~Covers~~ This course covers the laws of search and seizure under the provisions of the 4th and 14th Amendments including the exclusionary rule and the elements of a "reasonable" search and seizure of persons (a) incidental to arrest; (b) under a search warrant; (c) with consent.

16.25 Manual Traffic Control 2 Hours

16.25.1 ~~Designed~~ This class is designed to teach the officer the fundamentals and mechanics of traffic control and control devices; and to familiarize the officer with the proper signals and gestures used in point traffic control.

16.26 NHTSA and Driving Under The Influence 24 Hours

16.26.1 ~~Presents~~ This course presents the elements of the offense of driving under the influence as defined by Delaware law. ~~Provides~~ It provides knowledge on securing the necessary evidence, including scientific tests and reporting in order to successfully prosecute.

16.27 Other Police Agencies Jurisdiction 2 Hours

16.27.1 ~~To~~ This training is designed to acquaint officers with the jurisdiction, function, and availabilities of other enforcement agencies including federal departments such as the Secret Service and Federal Bureau of Investigation.

16.28 Police Communication & Crisis Intervention 20 Hours

16.28.1 The purpose of this course is to provide police officers with the knowledge, skills and ability to interact with people on a daily basis. Within this course the communications process will be described along with the barriers to communication. Students will be taught how to communicate with persons in crisis. Types of instruction include, but are not limited to verbal judo, active listening skills, suicide intervention and de-escalation techniques. Role-play scenarios are a valuable part of this training.

16.29 Patrol Procedures/ Officer Survival 60 Hours

16.29.1 The most important single function of the police; the prevention of crime, the protection of life and property, the preservation of peace, the enforcement of law, and the detection and arrest of violators of the law and the relationship of such purposes to the patrol functions.

16.29.2 This course is designed to acquaint the new officer with the basic street survival techniques as accrued from years of experience from actual encounters on the street. Practical application of avoidance, deference, and de-escalation techniques through the handling of actual scenarios will familiarize officers with what to do when confronted with an armed combatant.

16.30 Police Discipline and Ethics 8 Hours

16.30.1 ~~Basic~~ This course covers the basic why, when, and where of discipline and courtesy of police officers. Ethics from a law enforcement perspective will be explored and discussed.

16.31 Police Fire Survival 14 Hours

16.31.1 In this class the Delaware State Fire School explains the hazards of electrical fires, the proper use of various types of fire extinguishers, knowledge of structural fires, how to handle flammable liquids and gas and rescue techniques for removing trapped persons from vehicles.

16.32 Sex Crimes 4 Hours

16.32.1 This course is designed to teach the officer the elements, peculiar techniques of investigation, motives, and most productive sources of evidence, psychology of violators, modus operandi, etc. The detection, prevention and prosecution of sexual assault will be included in this training.

16.33 Use of Deadly Force 6 Hours

16.33.1 This course will acquaint the officer with the laws governing the use of deadly force by police officers.

16.34 Defensive Tactics 30 Hours

16.34.1 Through the use of lecture, demonstration and individual participation, this training will provide each new officer with sufficient skills to defend ~~themselves~~ himself/herself from attack. Instruction on the use of the police issued impact weapon, basic handcuffing techniques and de-escalation techniques will be paramount to this course of instruction.

22 DE Reg. 230 (09/01/18)

17.0 Training Records

17.1 Upon submission of an "Authorization to Release Information" form and proper personal identification, the Council on Police Training will release training records and other personal information of the bearer of the properly executed release form.

17.2 The form should be sent to the Administrator at ~~least~~ least 10 business days in advance of the needed date to allow for processing of requests.

17.3 The Council on Police Training approved training schools and seasonal training schools shall maintain in writing, the curriculum and names of instructors utilized for basic training for new police recruits.

17.4 The Administrator may then access the Council's computerized training records to determine the certification status of each instructor.

17.5 In any case, the Administrator will respond, in writing, to the approved school, advising the status of the request within 5 business days.

18.0 Administrator

The Director of Training for the Delaware State Police will be the Administrator for the Council on Police Training. The Administrator will be responsible for administering mandatory training for all police officers in the State of Delaware. The Administrator will also oversee the Council on Police Training budget, policy issues, and will also provide current "practices in policing" to the Council on Police Training Board. In the absence of the Administrator, his/her designee will conduct these duties.

22 DE Reg. 230 (09/01/18)

19.0 Reimbursement

~~19.1 Every municipality or other governmental unit of this State or the University of Delaware and Delaware State University, intending to employ on a permanent basis police officers who have satisfactorily completed the mandatory training as required under this chapter and who have completed their training while in the employ of another municipality or another governmental unit of this State, the University of Delaware or Delaware State University, within 2 years from the date of satisfactory completion of such mandatory training, shall reimburse the municipality or other governmental unit, University of Delaware or Delaware State University, with whom the police officer was employed at the time of attending the mandatory training program for the cost of training such officer, which shall include the salary, uniforms and equipment and other training expenses incurred while the officer was attending the mandatory training program. During the first year after completion of the mandatory training program the municipality or other governmental unit, the University of Delaware and~~

~~Delaware State University of whom the police officer was employed at the time of attending the mandatory training program shall be reimbursed for 100 percent for those expenses. During the second year the municipality or other governmental unit, or University shall be reimbursed for 50 percent of those expenses.~~

- 19.2 Reimbursable expenses would include, but are not limited to, items such as salary physical fitness training clothing, class uniforms, ammunition for the range, ~~etc or other items approved by COPT in accordance with 11 Del.C. §8409.~~

20.0 Procedures and Penalties for Non-Compliance

- 20.1 ~~Chapter 8409:~~ Police officers of the State or any county or municipality or University, which do not meet the requirements of ~~this chapter~~ and the criteria as established by the Council shall not have the authority to enforce the laws of the State.
- 20.2 ~~Chapter 8410:~~ A police force of any county or municipality which does not meet the requirements of this chapter and the criteria established by the Council will be ineligible to apply for or receive state aid to local law enforcement funds. (SALLE Funds) Per 11 **Del.C. §8404(a)**, in all situations where the provisions of 11 **Del.C. §8404(a)(4)** or 11 **Del.C. §8410(b)** are to be applied to or invoked against any agency or individual, that agency or individual shall be entitled to a hearing in the manner prescribed herein:
- 20.2.1 The Chairman shall select 3 members of the Council to comprise a Board, which will hear evidence on the allegation (hereinafter "Board").
- 20.2.2 Upon conclusion of the hearing provided for in this Section, the Board shall submit its findings and recommendation to the full Council in writing for consideration and vote.
- 20.2.3 The ultimate findings of the Council shall be final, except that any ruling adverse to any party participating in the hearing may be appealed to the Superior Court within 15 business days of receipt of written notification of said finding. Absent an appeal, all findings of the Council shall become final upon expiration of said appeal deadline.
- 20.2.4 All hearings shall be conducted in accordance with the Administrative Procedures Act of the Delaware Code.
- 20.3 A police force of any county or municipality which does not meet the requirement and criteria established by the Council will be ineligible to apply for or receive state aid to local law enforcement funds (SALLE) and may, if in accordance with the guidelines, also be prohibited from receiving other grant funding through the state such as the Fund to Combat Violent Crime (FCVC) and the Emergency Illegal Drug Enforcement (EIDE) program funds.
- 20.4 The Chief or Head of any Law Enforcement Agency that is found to be in non-compliance with any of the established criteria of the COPT shall be required to appear before the COPT Board and provide explanation as to the reason for non-compliance and measures taken to become compliant.
- 20.5 Failure of any police officer to complete his/her annual COPT mandated in-service training shall be grounds for suspension of his/her certification until such training is completed. The Council may stay, extend, waive or modify such suspension when it is shown that the failure to comply with the requirements was not due to the intentional avoidance of the annual training requirements or upon a showing of hardship upon the employing law enforcement agency.
- 20.6 COPT is a State training and certifying body and is **NOT** owned by any specific agency, Town, City, or County. Therefore, COPT certification cannot be included in any separation agreements between certified law enforcement officers and their former or current employers, Courts, Department of Justice, Union Affiliates or other entities representing the law enforcement officers or said employers, or any other interested parties.

21.0 Right to Amend

- 21.1 The Council reserves the right to amend these rules and regulations as authorized under 11 **Delaware Code** Chapter 84, §8404(a)(14).
- 21.2 When a change is made to the COPT mandatory training act, the Administrator shall ~~send the changes to all holders of this manual for addition or replacement of the affected section(s)~~ publish such changes to the COPT website and notify all affected agencies via DELJIS.
- 21.3 The Administrator may require a return receipt from all holders of this manual as proof of compliance.

22.0 Annual Report Survey

Annually, upon request of the Chairman, the Administrator may present to the Council a summary of its activity from the previous calendar year.

23.0 Recurring Training

- 23.1 All police officers who perform uniformed patrol duties or are assigned to investigative units responsible for sex crimes shall receive at least 2 hours of training every 4 years on the detection, prevention and prosecution of sexual assault. The training shall be conducted on a staggered basis so that half of the eligible members of any law-enforcement or police organization receive the training in each 2-year period.
- 23.2 All police officers shall complete 1 hour of training every 3 years in the detection, prosecution and prevention of child sexual and physical abuse, exploitation and domestic violence, and the obligations imposed by Delaware law, including §903 of Title 16.

22 DE Reg. 230 (09/01/18)

24.0 Standardized Competency Examination

- 24.1 All police officer applicants seeking Council on Police Training certification shall successfully pass a standardized competency examination developed and approved by the Council.
- 24.2 The Council has approved three examinations, each consisting of 100 multiple choice and true/false questions. The questions are divided into ten categories of general law enforcement knowledge. There are no agency-specific questions or topics.
- 24.3 Police officer applicants must score at least a 70% on each category to be considered eligible for Council certification.
- 24.4 Failure to attain a 70% on any subject area will require the applicant to retake that subject area only. The applicant will be given ample opportunity to study or attend training classes prior to attempting a retake of any subject area or areas.
- 24.5 The Administrator or ~~their~~ his/her designee will randomly select one examination from the three approved examinations to submit to the applicant. On any retake examination, the Administrator or ~~their~~ his/her designee reserves the right to submit one of the two other examinations to the applicant to prevent possible memorization of the questions.
- 24.6 All three examinations are "open book", utilizing Delaware Motor Vehicle and Criminal Codes.
- 24.7 Successful completion of the competency examination must occur prior to certification by the Council.
- 24.8 Failure to pass the competency examination will render the applicant unable to become certified with police powers in the State of Delaware.

22 DE Reg. 230 (09/01/18)

25.0 Substance Abuse Screen

- 25.1 Requirements
 - 25.1.1 All applicants for police officers, who come under the requirements of the Mandatory Training Act (Title 11, Section 8401-8410) as part of their pre-employment screening, will be required to submit to and successfully pass a pre-employment drug test.
- 25.2 Policy Procedures
 - 25.2.1 A positive test at the pre-employment stage will mean the applicant has not met minimum qualifications (requirements) as established by the Council on Police Training, under Title 11, Section 8404(a)(1), of the **Delaware Code**, therefore the applicant would not be eligible for employment.
 - 25.2.2 A positive test will be considered valid when confirmed by a second test procedure performed on the original sample.
 - 25.2.3 If a particular drug has been prescribed by a physician and the test results in a positive reading then the following will be applied.
 - 25.2.3.1 A formal letter will be obtained through the licensed physician that prescribed the drug, stating the reason(s) why that particular drug was prescribed. The physician must also state if the drug will affect someone from performing the duties of a police officer and if the particular person the medication is prescribed to is fit for duty.

10 DE Reg. 341 (08/01/06)

13 DE Reg. 840 (12/01/09)

22 DE Reg. 230 (09/01/18)

26.0 Conducted Electrical Weapon (CEW) Training

- 26.1 Conducted Electrical Weapon (CEW) Training: Training shall be conducted by an instructor, certified by the CEW manufacturer, to provide instruction related to the use and deployment of the specific Conducted Electrical Weapon, utilized by the agency.
- 26.2 Duration and Curriculum: The frequency of Conducted Electrical Weapon (CEW) training and the curriculum used shall follow the CEW manufacturer's recommendations. Should the CEW manufacturer not specify an annual CEW training requirement, officers utilizing that manufacturer's CEW, shall at a minimum, receive training on an annual basis in the areas of: use of force, safety, nomenclature, potential hazards, medical concerns, care of subjects following CEW activation, care of the CEW, and scenario based application, to include the accurate deployment of at least two live cartridges within the preferred target area.

10 DE Reg. 341 (08/01/06)

11 DE Reg. 180 (08/01/07)

13 DE Reg. 840 (12/01/09)

22 DE Reg. 230 (09/01/18)

22 DE Reg. 452 (12/01/18) (Prop.)