



# NEW ORLEANS POLICE DEPARTMENT OPERATIONS MANUAL

## CHAPTER: 33.4.2

### TITLE: DRIVER TRAINING PROGRAM

**EFFECTIVE: 01/14/2018**

**REVISED: Replaces Policy 210**

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#### PURPOSE

The purpose of this chapter is to establish the guidelines for the driver training program for Department members to promote the safe operation of city owned or leased vehicles.

#### POLICY

1. Commissioned members of the NOPD operating a City owned or leased vehicle shall successfully complete the Department's Tactical Police Driving Course prior to driving a city owned or leased vehicle unless a waiver has been granted by the Superintendent of Police.
2. Non-commissioned members operating a City owned or leased vehicle shall successfully complete a Driver Awareness Course sponsored by the Education and Training Division prior to driving a city owned or leased vehicle unless a waiver has been granted by the Superintendent of Police.

#### DRIVER TRAINING REQUIREMENTS

3. The Tactical Police Driving Course minimum score shall be established by the Education and Training Division based upon recommendations by the National Academy of Professional Driving.
4. A member involved in a traffic crash while operating a city owned or leased vehicle shall successfully complete the Crash Avoidance Course to be scheduled by the Education and Training Division upon recommendation by the Crash Review Board and/or the Superintendent of Police. (See: **Chapter 13.22 – Crash Review Board**).
5. Any member required to attend the Crash Avoidance Course shall be compensated as regular working for the duration of the training. The members unit of assignment is responsible for making the necessary payroll notations in the ADP (payroll) system.
6. All commissioned members shall successfully complete the Tactical Police Driving Course in the month of, or the month after, his/her birth date annually.
7. Commissioned members shall contact the Commander of the Education and Training Division, or his/her designee, and schedule an attendance date for the annual Tactical

Police Driving Course. Commissioned members failing to successfully complete the required training may lose their driving privileges and be subject to disciplinary action.

8. Deviation from the requirements this chapter shall only be with the written authorization of the Superintendent of Police.

#### **FAILURE TO QUALIFY/RE-QUALIFY**

9. Any commissioned member who fails to complete any phase of the Tactical Police Driving Course or fails to maintain his/her annual requalification is prohibited from operating a city owned or leased vehicle until they have qualified.
10. Any non-commissioned member who fails to complete the Driver Awareness Course is prohibited from operating a city owned or leased vehicle until they have successfully completed the course. There is no recertification required.
11. The Education and Training Division Commander shall notify the member's Commanding Officer, in writing prior to the member's next scheduled tour of duty, when any member fails any portion of the Tactical Police Driving Course.
12. The Commanding Officer shall notify the member, in writing, that all city owned or leased vehicle driving privileges are suspended until the member successfully completes the course and is certified by the Education and Training Division.
13. The member shall be responsible for scheduling a re-qualification date with the Education and Training Division and notifying his/her Commander of the date.
14. Department members shall be provided seven working days to successfully complete the Driver Training Program before disciplinary action is taken.
15. The employee shall be compensated as regular working for the duration of the re-qualification by the members unit of assignment.
16. In the event the member fails to qualify within the seven working day period, a disciplinary investigation shall be initiated by the member's Commander. The investigation shall determine whether the member is unable to perform his/her assigned duties (Civil Service Rule IX). If the subsequent d
17. Police recruits, laterals or reinstatements who fail to successfully complete any portion of the driver training program shall be governed by the E&TD training curriculum guidelines as set forth by the Commander of the Education and Training Division. Failure of the driver training portion may be cause for immediate termination.